

1 APRIL 1998



Services

FOOD SERVICE PROGRAM MANAGEMENT

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OPR: HQ AFSVA/SVOHF/SVOHT
(Mr. George Miller)
Supersedes AFMAN 34-405, 24 September 1995.

Certified by: HQ USAF/ILV
(Mr Arthur J. Myers)
Pages: 105
Distribution: F

This manual implements Air Force Instruction 34-239, *Food Service Management Program*. It outlines how to requisition, prepare, account for, order, and inventory food in appropriated fund food facilities. It does not apply to hospital dining facilities. Major commands (MAJCOM) can supplement this manual. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013. Information collected and maintained is not filed in a system of records.

SUMMARY OF REVISIONS

This publication implements the realignment of Services publications from AFPD 34-4, *Food Service*, to AFPD 34-2, *Air Force Community Service Programs*. This is the first revision of AFMAN 34-240 (formerly AFMAN 34-405) and has been extensively revised. Additionally, since the Air Force assumed the Troop Support mission from the Defense Commissary Agency on 1 October 1995, it adds responsibilities pertaining to the Troop Support operation and the War Reserve Materiel (WRM) subsistence program. A | indicates revisions from the previous edition.

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Chapter 1

FOOD SERVICE PROGRAM MANAGEMENT

1.1. Evaluating Food Service. The Food Service Officer (FSO) uses one copy of AF Form 1038, **Food Service Evaluation Record**, to rate food service operations quarterly. Keep a copy of the checklist until the next evaluation. See checklist at [Attachment 2](#).

1.2. Guest Feedback. Use AF Form 27, **Food Service Customer Comments**, base or MAJCOM approved form to get feedback from your guests. Make forms available to all dining facility guests. The dining facility manager should respond to guest's concerns, usually with a telephone call. Make notes of the conversation on the backside of the form used and file for future reference.

1.2.1. The FSO must establish a forum to discuss food service issues with base Subsistence-in-Kind (SIK) guests. As a minimum, attempt to have SIK representatives from each organization, Military Public Health, the Prime Vendor, and Health Promotions officials attend the meeting. Use results from the meeting to improve the food service program.

1.3. Recommendations for Improvement. Let your MAJCOM counterpart know if you have suggestions to improve the Air Force Food Service Management Program.

1.4. Revisions to Air Force Menu. Make revisions for the following reasons only satisfy the preferences of your guests with due validation, provide choices to accommodate religious observances, and add culturally diverse, specialty meals, or increase menu variety.

1.5. Posting Menus. Post menus in locations where your guest can see them when entering the service area. Post the price of each item at A La Carte Systems (ALACS) locations.

1.6. Computer Malfunction. Food service managers and cashiers must be aware of contingency plans to be used in the event that computers are down. Keep a complete set of manual forms on hand in case automated operations cease. Recommend the following options when registers or computers are down:

1.6.1. If only one of several registers is not functioning, route all Basic Allowance for Subsistence (BAS) and guests paying cash through the operating registers and all meal card guests through a second line to sign AF Form 1339, **Dining Facility Signature Record**.

1.6.2. Use adding machines or hand calculators to determine the amount of each purchase by guests paying cash. Total the amount of each purchase by meal card guests also, unless this will slow the line speed beyond a tolerable rate.

1.6.3. Revert to the traditional Subsistence Credit Allowance Management System (SCAMS) as a last resort.

1.6.4. At Services Information Management Systems (SIMS) activities, the dining facility manager or accountant manually inputs the Subsistence-In-Kind (SIK), BAS, and cash data when the system comes back up.

1.7. Menu Item Pricing.

1.7.1. At a la carte dining facilities the recipe costs and selling prices are calculated for individual portions of each menu item. All selling prices are effective on the first day of every month. They are based on current national stock numbers (NSN) and local purchase prices. SIMS procedures are described in detail in documents stored in the SIMS word processing library at SIMS locations. The Headquarters Air Force Services Agency, Food Branch (HQ AFSVA/SVOHF) computer price release updates the master recipe file quarterly as food cost changes occur. This file contains recipes, subsistence items by NSNs, and portion prices for all standard recipes. Complete details of all standard recipes used by Air Force activities are found in the Air Force Food Service Recipe System, distributed by Headquarters Air Force Services Agency, Contractor Support Branch (HQ AFSVA/SVSDA). This system replaces AFJMAN 34-406, *Armed Forces Recipe Service*.

1.7.2. The automated pricing system adds an additional twenty percent to the basic cost per portion of all items served in APF food activities. This addition is intended to cover condiments and shortening that are not recipe ingredients and food preparation losses from spillage, burning, discarded leftovers, etc. Do not include condiments as recipe components when determining recipe cost. Base food service activities should have a "condiment" recipe calculated and available at cash register to charge whenever a guest takes in excess of three servings of each condiment per item. The condiment recipe will have a serving size of four packets and cost average all types.

1.7.3. The FSO verifies the BDFA computation listing. The food service person responsible for pricing changes signs in the "checked by" block and the FSO signs in the "verified by" block on the automated listing.

1.8. Who Can Eat in Appropriated Fund Dining Facilities. See AFI 34-239, *Food Service Management Program*, attachment 13.

1.9. Emergency Situations. Installation commanders can allow off-base civilians, noncombatant evacuees and family members evacuated from other Department of Defense (DoD) installations to eat in the base dining facilities during emergency situations.

1.9.1. During disaster or emergency conditions, these instructions apply to all food service activities:

1.9.1.1. Ask the installation commander to provide the FSO with a statement (verbal, followed in writing) describing the emergency and the persons to whom it is essential that the Air Force furnish food for a limited time period.

1.9.1.2. Use AF Form 2039, **Ground Support Meal Request** (instead of AF Form 79 and 1339), to record signatures and collect cash.

1.9.1.3. Collect cash from persons able and required to pay for meals. Ask those persons unable to pay for meals to sign AF Form 2039 as receiving a meal without charge.

1.9.1.4. If it is not feasible to obtain signatures, have the FSO certify the number of meals furnished and take credit for the meals served. Give justification for service of meals without charge or signatures. Keep documentation supporting the entries on AF Forms 467, **Monthly Summary of Flight/Special Meals**; AF Form 1119, **Monthly Monetary Record**; or AF Form 1119-1, **Field Feeding Monthly Monetary Record**, whichever is appropriate, and report in the remarks section of AF Form 249, **Food Service Operations Report**. This procedure applies only to all personnel involved in disasters or emergencies.

1.10. Subsistence Evaluation. Document and report unsatisfactory subsistence on DD Form 1608, **Unsatisfactory Material Report (Subsistence)**. Prepare the report in three copies. Send one copy to MAJCOM/SV, copy to HQ AFSVA/SVOHF, 10100 Reunion Place, Suite 401, San Antonio TX 78216-4138 and file one copy in the food service office.

1.11. Basic Daily Food Allowance (DBFA) Computations. Make manual computations at non-automated bases using a printout provided by the MAJCOM. The AF Form 200, **Basic Daily Food Allowance (BDFa) Computation**, has been rescinded as a manual form. At automated locations, SIMS or Site Automation System (SAS) produces the computation. Use current prices received from HQ AFSVA/SVOHF (SIMS and RAMPS locations), the Federal Supply Catalog (FSC) Price List (C8900-PL) and prices provided by Troop Support. Only those items listed on the Food Cost Index (FCI) and quantity per hundreds listed may be used (with the exception of milk, bread, cereal, and eggs, plus produce overseas) for the calculation of the BDFa, regardless if the item was used. Do not substitute locally used items or NSNs into the FCI (except those items noted above). Prepare a copy for each appropriated fund dining facility and one copy to be filed in the food service office.

1.11.1. BDFa Computation at Prime Vendor Locations. At locations purchasing subsistence through the Prime Vendor program, the Defense Supply Center Philadelphia (DSCP) price (vendor price plus the DSCP surcharge) is used to calculate the BDFa. Do not use prices from the C8900-PL. Although prices change weekly in this program, use the prices for the last week of the month to calculate the BDFa for next month. Do not recalculate when the next week's prices come in.

1.12. Unannounced Spot-Check of Cashier. Use AF Form 282, **Unannounced Spot-Check of Cashier**, at least monthly to spot check each cashier function to make sure cashiers are using proper procedures in cash collection and forms control. Prepare one copy and send to food service officer for review and corrective action.

1.13. Funds Protection. See AFI 31-209, *The Installation Resource Protection Program*, for funds protection and maximum amount of funds that can be stored in a food service facility.

Chapter 2

GUEST IDENTIFICATION

2.1. Identifying Dining Facility Guests.

2.1.1. At SCAMS bases, SIK guests use DD Form 714, **Meal Card**, for identification.

2.1.2. At ALACS bases not using SIMS, SIK personnel also use DD Form 714 for identification. The cashier enters the meal card numbers into the cash register.

2.1.3. At ALACS SIMS bases, an individual's social security number (SSN) is used from DD Form 2AF, **Armed Forces Identification Card**, to verify the meal card entitlement. At ALACS bases that have point of sale (POS) scanning technology, the cashiers will verify identification and then scan the DD Form 2AF. If the guest's number is not in the data base, the cashier obtains their name, rank, squadron, telephone number, and SSN. The cashier records this information on AF Form 1469, **Subsistence-In-Kind (SIK) Invalid Entitlements Log**. Each signature on the AF Form 1469 must be researched, as soon as possible, to ensure that only those authorized SIK receive it. The food service accountant normally keeps this record on file with SIK registers.

2.1.4. SIK personnel not on leave or temporary duty (TDY) status may use their meal card from their permanently assigned base to eat at other Air Force bases. The FSO will include instructions to be used by visiting SIK members in the cashiers' procedures.

2.1.5. Air Force Reserve Officer Training Corp (ROTC) students in training status are identified by DD Forms 714 (stamped ROTC), training rosters, or special orders.

2.1.6. Enlisted personnel of the Air Force Reserve or Air National Guard on training status are identified by DD Form 2AF (RES). At SIMS locations, input the Cross Service Billing Account Number and then the entire SSN of each Reserve and Guard member into the cash register. This develops a report that eliminates the need for these guests to sign an AF Form 1339.

2.1.7. Members of other active duty services stationed on or attached to a nonautomated base use DD Forms 714 with "COMMON SERVICE" stamped in bold letters across the front.

2.1.8. Enlisted members of the Reserve forces and National Guard in training status show the cashier a copy of their TDY orders.

2.1.9. Personnel in a TDY status must present identification and a copy of their orders if they are not paying the standard rate.

2.1.10. Members of Reserve forces and National Guard of other services (e.g., Army National Guard, Marine Reserves, etc.) are no longer cross-billed. However, continue to process these guests at the cash register as described above.

2.1.11. Active duty Air Force Office of Special Investigations TDY members identify themselves to cashiers using the DD Form 1173, **US Uniformed Services Identification and Privilege Card**. Block 11 of the card will indicate that the member is active duty.

Chapter 3

CONTROL OF SIGNATURE FORMS AND CASH

3.1. Forms.

3.1.1. Control of Cash Collection Sheets. Use AF Form 1254, **Register of Cash Collection Sheets**, to control the receipt and issue of AF Forms 1339, AF Form 79, **Cash Collection Record**; and AF Form 463, **Request for Flight Meals**. Keep a separate AF Form 1254 for each type of form issued as follows:

3.1.1.1. After receiving AF Forms 79, 463, or 1339 from the Publications Distribution Office (PDO), the food service accountant enters the serial numbers in numerical order on the first column of the applicable AF Form 1254.

3.1.1.2. If issuing a single form, have the receiver sign and date the AF Form 1254 opposite the assigned number.

3.1.1.3. If issuing a block of numbered forms, draw a diagonal line through the signature column from the top line of the first number issued down and across to the bottom line of the last number issued.

3.1.1.4. AF Forms 79, 463, and 1339 are picked up by the issuing official upon completion, enter the date returned across from the serial numbers that apply. Investigate any missing serial numbers. For AF Form 79 and 463, enter the amount of cash collected for each sheet in the appropriate columns.

3.1.1.5. After all forms are checked for accuracy, the person picking up the forms and money (if applicable) signs in the "cash received" column.

3.1.1.6. The food service accountant travels to dining facilities, obtains funds and controlled forms using AF Form 1305, **Receipt for Transfer of Cash and Vouchers** to document the transfer of responsibility.

3.1.1.7. The individual obtaining cash collections from dining facilities consolidates the collection and prepares DD Form 1131, **Cash Collection Voucher**. They turn in the consolidated cash to the accounting and finance officer who assigns a voucher number to DD Form 1131 and closes out the transaction. Record the voucher number in the last column of AF Form 1254 opposite the number of each AF Form 79 and 463 supporting the turn-in not later than two workdays after receiving it from finance.

3.1.2. Dining Facility Signature Record. AF Form 1339, is used principally in SCAMS facilities to identify personnel served and to support headcount. The food service accountant obtains the prenumbered forms from PDO and stores them in a locked area. Before issuing the forms, the FSO records the serial numbers in numerical order on AF Form 1254.

3.1.2.1. The cashier prepares only originals of AF Forms 1339 and makes all entries in ink. Use separate sheets for permanent party SIK, transients, common service, and cross service.

3.1.3. The cashier obtains only one signature from each person for a meal to be consumed. If second servings are available, they are considered part of the same meal. Except at SIMS and ALACS facilities, AF Form 1339 is signed as follows:

3.1.3.1. A SIK member assigned to the base enters a payroll signature, grade, and last four digits of the meal card number.

3.1.3.2. An Air Force transient enters a payroll signature, grade, and a short abbreviation of the parent organization (such as 482 CSS). Enlisted members of other services use their branch of service, instead of meal card numbers. Change the meal card column to read "Org" (for organization) if the form is used for transients.

3.1.3.3. Individuals on common service status sign the AF Form 1339 marked for their branch of service and enter short abbreviations of their unit organization (such as 41NFBN) instead of meal card numbers. Change the meal card number column to read "Org" if used for common service personnel.

3.1.3.4. Individuals on cross-service status sign the AF Form 1339 marked for their category. They enter short abbreviations of their organization instead of meal card numbers. Change the meal card number column to read "Org."

3.1.3.5. If the total number of SIK meals served averages less than 100 meals a day, use the same AF Form 1339 for the whole day.

Separate the signatures that apply to each meal by a dividing line between each meal or by a margin notation. Because the form provides supporting headcount data for AF Form 1650, **Daily Dining Facility Summary**, use a separate AF Form 1339 for each day. Exceptions are small units where daily posting of headcount data is not required. In these instances, divide AF Forms 1339 by using lines to reflect more than one day's use. Use a separate form for each of the special categories of personnel served.

3.1.3.6. If a small number of transients, common service, or cross-service personnel are served, amend AF Form 1339 as needed to indicate several categories on one signature sheet for each meal. For example, label one column for Air Force transients and label three columns for common service categories: Army, Navy, Marine Corps. In a similar manner, label columns for any other special category personnel served in small numbers.

3.1.4. Cash Collection Record.

3.1.4.1. AF Form 79, is the basic record for collecting and accounting for cash received from the sale of meals in SCAMS facilities. The food service accountants issue them in numerical sequence to the responsible individuals. If the number of guests who pay cash is small, the form may be used for the whole day by inserting a heavy dividing line after the last signature for each meal.

3.1.4.2. The cashier requires the entry of each guest's signature, grade, meal charge, and proportional charge in the appropriate columns. At the end of the meal, day, or duty shift, the cashier totals the columns, brings forward the balances, and determines the total collections due, as specified on AF Form 79. They block out unsigned lines on the forms and turn over all funds collected to the dining facility manager. The manager verifies the totals, records any cash overage or shortage, and explains any differences on the form in the explanation block. The cashier signs their name and grade as the person making collections. The manager also signs to certify the collection and to relieve the cashier of responsibility for the cash and forms. The form is prepared in one copy and turned in to the FSO.

3.1.4.3. Situations when a designated person may sign and pay for other members:

3.1.4.3.1. If it is necessary to feed a group within a specified time period, such as at training centers and special schools.

3.1.4.3.2. Under emergency conditions.

3.1.5. Receipt for Transfer of Cash and Vouchers. Use AF Form 1305 for transferring cash and controlled forms between facilities, managers, shift leaders, and cashiers. A completed and signed AF Form 1305, showing breakdown of cash by denominations, must be on file in the funds storage container whenever cash or controlled forms are removed. This form is also used to transfer daily receipts collected by cashiers after each meal. The form is completed in two copies, one for the person accepting the cash and forms and one for the remitter.

3.2. Cash Turn In.

3.2.1. Each workday, the food service accountant collects AF Forms 79 and 463, and the total cash collected for the previous day from each dining facility. The AF Form 1305 is used to document the transfer. The FSO or a designated representative:

3.2.1.1. Verifies and reconciles AF Forms 79/463 and DD Form 1131 entries against cash.

3.2.1.2. Determines whether cash overages or shortages reported are reasonable.

3.2.1.3. Annotates AF Form 1254 to show the date that each AF Form 79/463 was returned, the amount collected, and certifies with his/her signature.

3.2.1.4. Verifies missing forms and prepares a report of survey, if necessary.

3.2.1.5. For the purpose of assessing value, use the SCAMS lunch meal rate for each line of the form. Such loss by a contractor is processed according to contract provisions.

3.2.2. Cash Turn-In from Dining Facilities. Food service accountants or other representative designated by FSO travel to dining facilities to collect cash and controlled forms. AF Form 1305 is used to record the transfer.

3.2.3. SIMS Base Cash Turn-In. At SIMS bases, the system generates the DD Form 1131. At bases that have both automated and manually operated dining facilities, key manual data into SIMS to produce a computer-generated DD Form 1131 to submit to Accounting and Finance Office.

3.2.4. Cash Turn-In to Accounting and Finance Office. The FSO or contractor prepares DD Form 1131 in duplicate. The original is kept by the accounting and finance officer. The copy is filed in the food service office along with supporting documentation.

3.2.5. Accounting Classification. Enter the detailed accounting classification obtained from accounting and finance or the SIMS base data file (FBDF). Also enter the accounting classification for operating charge funds collected. For full food service contract bases, 100 percent of this money is deposited into the base or Services Operation and Maintenance (O&M) account, to assist in funding the contract. For bases with food service attendant contracts or no contracts at all, operating charge funds collected will be credited to the financing appropriation, Operation and Maintenance (O&M), and Air Force Military Personnel Appropriation (MPA), based on the percentage of local dining facilities military and civilian manpower authorizations. The percentage that results from military authorizations is deposited in the MPA appropriation and the civilian percentage is deposited in the O&M appropriation. These accounting classifications are published on a yearly basis by SAF/FMBOP.

3.2.6. Cash Overages and Shortages. For control and information purposes, enter the consolidation of cash overages or shortages in the lower part of the "detailed description of purpose for which collections were received" column. Then total all amounts at the bottom of DD Form 1131.

3.2.7. The Turn-in Copy. Food service uses the turn-in copy of DD Form 1131 as a cover sheet for the AF Forms 79 and AF Form 463 that serves as the voucher. The FSO enters the voucher number in the last column of AF Form 1254, opposite each AF Form's 79 and AF Form 463 that serves as the voucher.

3.2.8. Verifying the Cash Collection. The FSO verifies the cash collected on AF Forms 79, 463, and ALACS or SIMS register tapes on each DD Form 1131 and:

3.2.8.1. Verifies the number of collection sheets used to make up the voucher.

3.2.8.2. Totals the amounts collected and ensures the correct funds were turned in on DD Form 1131.

3.2.8.3. Verifies the accounting and finance office has stamped DD Form 1131 with the time, date, and amount deposited. Under the integrating paying and collecting system (IPC), make sure the finance cashier has signed or initialed the cash collection voucher.

3.2.8.4. After verifying, initial the DD Form 1131 in the "total" item.

3.2.8.5. At least monthly, ensure totals on DD Form 1131 are checked with Finance to ensure proper amounts are turned in.

3.3. Cross Service Billing. If meals are furnished under cross-service procedures, the FSO makes sure reimbursement is initiated at base level. If automated, the account number assigned to each cross-service unit is entered into the computer. *Note:* Reserve Component Forces of other branches of the service (Guard and Reserves) are no longer cross-billed.

3.3.1. At the end of each month, the accountant generates from SIMS or prepares manually an original and four copies of AF Form 3515, **Cross Service Billing**, for each organization of cross-service personnel who were served meals without charge. Charges for meals are based on annual DoD rates that Headquarters Air Force Services Agency, Director of Operations (HQ AFSVA/SVO) provides by message in September each year. If the standard rate is charged, manually calculate the operational charge, and add it to the AF Form 3515. Give accounting and finance the original and three copies. File Copy 4 in the food service office.

3.3.2. The FSO bills the sponsors of civilian nonprofit youth groups only if cash payment cannot be arranged in advance with the local accounting and finance officer. Charges must be determined and posted not later than the last day of the month incurred with payment being made not later than the 15th of the following month.

3.4. Accounting for Funds Collected From Local National Personnel Overseas.

3.4.1. Meal reimbursement charges apply to direct hire local nationals at Air Force or overseas appropriated fund food service facilities operated by local nationals, unless existing agreements establish other rates. In those cases, rates for these personnel are established locally and require MAJCOM approval.

3.4.2. The difference between the amount paid by local national employee and the meal charges specified must be paid from the appropriation from which the local national personnel salaries are paid. Commanders establish internal accounting controls and budget for funds to provide the difference so that full reimbursement is made to the subsistence fund.

3.4.3. At ALACS activities, local national personnel paying cash for meals (reduced or full payment) sign AF Form 79. Local national personnel not paying for meals sign AF Form 1339. When meals are sold at a reduced rate, the facility manager takes full BDFA credit regardless of the amount of payment. On DD Form 1131, the manager shows cash collected from these personnel as a separate entry to avoid double credit. When collections are not in US currency, the accountant prepares a separate DD Form 1131. If payment is collected by payroll deduction, he or she annotates AF Form 249, **Food Service Operations Report**, section V, Cross/Common Service in the "other" item, columns L and M.

Chapter 4

DINING FACILITY ACCOUNTING

4.1. Daily Dining Facility Summary. The facility manager must maintain AF Form 1650, in SCAMS dining facilities. Satellite facilities furnish AF Form 1650 (with backup data of AF Forms 79 and 1339, DD Forms 1131, and cash) to the parent dining facility. The food service manager uses one copy of this form to recap the number of meals served to each category of personnel authorized to subsist. Send the form to the food service office along with AF Forms 79 and 1339.

4.2. ALACS Daily Dining Facility Summary. AF Form 1650a, **ALACS Daily Dining Facility Summary**, must be maintained for each ALACS dining facility. Satellite facilities furnish the parent facility with supporting AF Forms 79, 1339, 812, **ALACS Meal Order Record**, and DD Form 1131 to add to the parent AF Form 1650a. The food service manager completes the form in one copy and provides it to the food service accountant. *Note:* Sales of less than \$.20 for breakfast and \$.40 for all other meals are not considered a meal for headcount purposes (listed as “no meal” on register tapes).

4.3. ALACS Meal Order Record. AF Form 812, **ALACS Meal Order Record**, provides a record of item-priced hot meals requested and served away from the dining facility, such as at fire stations and satellite facilities. The form may also be used to record cash receipts. The form is prepared in one copy.

4.3.1. Guests at satellite food service locations order food from priced menus provided by the supporting dining facility. Meals may be consumed at the site or consumed away from the facility. Each person orders a meal and signs an AF Form 812. The food service manager certifies SIK and BAS status, completes the form, and collects the cash indicated from BAS personnel before providing the meal.

4.3.2. Each unit authorized by the combat support flight chief to use AF Form 812 establishes its requirements for the form through publication and distribution channels.

4.3.3. The manager returns completed forms and cash to the supporting dining facility. Attach the forms as documentation of entries in the parent dining facility cash register and on AF Form 1650a.

4.4. Monthly Monetary Record. Use AF Form 1119, **Monthly Monetary Record**, at SCAMS and ALACS locations to keep a daily standing of earned income versus food cost. Close out the form as of the last day of each accounting period. Send the form to the food service office. Cross check procedures:

4.4.1. Column H, Total Earned Income. $\text{Column B} + \text{column D} + \text{column F} = \text{column H}$

4.4.2. Column N, Daily Gain (Loss). $\text{Column H} - \text{column M} = \text{column N}$

4.4.3. Column O, Cumulative Gain (Loss). Previous day's entry in column O + or - column N (current day) = column O

4.4.4. Column L, Excess Cost. $\text{Column K} - \text{column M} = \text{column L}$

4.4.5. Item 9, Book Inventory. $\text{Item 7} + \text{column I} + \text{or} - \text{column J} - \text{column K} = \text{item 9}$

4.4.6. Item 10, Auth Inv Adj. $\text{Item 8} - \text{item 9} = \text{item 10}$

4.4.7. Item 11, Adj. Gain (Loss). $\text{Column O (Total)} + \text{or} - \text{item 10} = \text{item 11}$

4.4.8. Item 13, Cumulative Gain (Loss). $\text{Item 11} + \text{item 12} = \text{item 13}$

4.5. Meals From a Dining Facility for Consumption Elsewhere.

4.5.1. Two types (20 and 40 percent of the BDFA) of ground support meals are offered from a dining facility or a flight kitchen. This permits paying guests a choice of meal prices. The selling price is based on a percentage of the BDFA rounded to the nearest \$0.05. For example, if 40 percent of the BDFA is \$1.82, the selling price is \$1.80 plus the appropriate proportional charge.

4.5.2. If the combat support flight chief agrees it is not practical for individuals to pick up their own meals for consumption away from the dining facility, use the following procedures:

4.5.2.1. The FSO gives written procedures to the requesting activity specifying the advance notice required, the menus available, and the time and location for pickup.

4.5.2.2. The noncommissioned officer in charge (NCOIC) of the activity requesting meals will:

4.5.2.2.1. Give advance notice of the number and types of meals ordered as required by the FSO.

4.5.2.2.2. Prepare an AF Form 2039, **Ground Support Meal Request**, indicating the name, grade, and meal card or SSN of each person who desires a meal and is authorized to eat at government expense. This form indicates the specific section and squadron requesting the meals.

4.5.2.2.3. Send the completed forms and money collected to the dining facility.

4.5.3. The dining facility manager will:

4.5.3.1. Review forms for accuracy and use to support entries on AF Forms 79 and 1339. Attach AF Forms 2039 with the AF Forms 79 and 1339.

4.5.3.2. Instruct the person who picks up the meals to sign AF Forms 79 and 1339 certifying receipt of the meals.

4.5.3.3. Use the type of meals that are picked up to determine the cash collection rates and the meal credit allowances.

4.6. Supplemental and Special Food Allowance.

4.6.1. A dining facility that maintains an average daily weighted ration count of less than 100 is authorized a supplemental food allowance of 15 percent of the BDFA.

4.6.1.1. The 15 percent supplemental food allowance applies to SIK earned income at a la carte bases only.

4.6.2. Compute the average daily weighted rations each month to determine if the monthly average qualifies the facility for the supplement for the next month.

4.6.3. A dining facility supporting a total authorized strength of less than 150, as verified by the AF Form 3002, **Subsistence Strength Report**, or other means qualifies for the 15 percent supplemental food allowance.

4.7. Excess Cost Authorization.

4.7.1. Excess cost is authorized when a more expensive item is force substituted as a replacement for an item appearing on the approved menu.

4.7.2. A forced issue by the Troop Support prevents a loss to the government through food spoilage. Food service activities must accept forced issues originating from Troop Support. The FSO; however, must agree to a forced issue from the commissary resale section. The following guidelines apply to forced issues:

4.7.2.1. No forced issue of an item will exceed the quantity which can be reasonably consumed at the dining facility within 96 hours.

4.7.2.2. Only those items fit for human consumption will be accepted by food service and charged to subsistence funds. The Troop Support manager will notify the FSO of any intended forced issue. When issues have partial spoilage (for example, head lettuce), the Military Public Health (MPH) inspector estimates the percentage amount fit for consumption. This percentage determines the amount that is inserted in the "quantity issued" column of AF Form 287, **Subsistence Request**.

4.7.2.3. A forced issue is used as a menu replacement for a similar item in the same food group. Take excess cost only on the cost exceeding the originally planned menu item, provided the replacement item is more expensive.

4.7.3. Excess cost is authorized when a requested Troop Support item is not in stock (NIS), a like item of equal or less monetary value is not available, and a menu change to avoid excess cost is not feasible. FSOs work closely with Troop Support personnel to minimize excess cost caused by NIS items. MAJCOMs and HQ AFSVA/SVOHF personnel also monitor excess costs caused by NIS items. Troop support completes AF Form 287 with one of the following codes when items are not in stock:

4.7.3.1. NIS. Requested Troop Support item not available for issue, or no suitable substitute is available. If a replacement item is acquired from another source, and it costs more, excess cost is authorized.

4.7.3.2. NIS (T). Requested Troop Support item not available; a suitable substitute was issued from existing depot stocks in the Troop Support warehouse. If it cost more, excess cost is authorized. If other blank lines are on the AF Form 287, the Troop Support clerk writes in the substitute item; if not, the issue technician prepares another AF Form 287.

4.7.4. Meal Replacement After Alerts and Emergencies. Excess costs may be caused by alert exercises and emergencies during serving hours, which require alert personnel, fire crew members, or others to interrupt a meal because of duty requirements. Excess cost is authorized for the value of the replacement meal. The facility manager:

4.7.4.1. Prepares a statement to support excess costs, including the date and hour of the alert exercise or emergency, the specific meal interrupted, and the value of the food replaced. The combat support flight chief certifies the statement.

4.7.4.2. Reports excess costs (based on the replacement of menu items or meals) on AF Form 1119 in column L and the "Remarks" section and identify the specific excess costs on AF Form 249 in column L and the "Remarks" section. Send a copy of the certification by the combat support flight chief to the MAJCOM with the AF Form 249.

4.7.5. Excess costs may be claimed for hidden defects and unsatisfactory food. If the food is not suitable for its intended use and condemned, excess cost is also authorized. The manager must report the defect on DD Form 1608.

4.7.5.1. To receive credit for excess cost for an unsatisfactory item, an item used for medical testing, or a medically condemned item, the food service manager prepares AF Form 3516, **Food Service Inventory Transfer Sheet**, describing the circumstances and the date. The food service manager and the base medical food inspector (or the person responsible for subsistence inspection) signs the statement, which is then approved by the FSO. The excess cost is reported on AF Forms 249 and 1119 in column L and in the "Remarks" section, to identify whether the item reported on DD Form 1608 was medically condemned or an unsatisfactory item. At SIMS locations, this procedure is accomplished through excess cost programs.

4.7.6. If HQ AFSVA/SVOHF requests testing of food items, excess cost is authorized for any increased food costs resulting from testing. The manager must include the excess cost on AF Forms 249 and 1119 in column L and the "Remarks" sections.

4.7.7. Installation commanders may approve the use of appropriated funds to pay for beverages to assure mission success. Such approval requires that issuing beverages is mission essential. For example; personnel are exposed to the elements for extended periods of time and have no reasonable access to other facilities for beverages and they are needed to remain alert. The installation commander may direct the FSO verbally, followed in writing, to provide beverages at no cost to the guest. Written documentation should be kept on file for each request. Beverages may be issued from a flight kitchen or dining facility. Controls:

4.7.7.1. The cost of beverages issued will be limited to three percent of the BDFA per individual served.

4.7.7.2. Excess cost is limited to the actual amount of beverages served.

4.7.7.3. Use AF Form 148 or 3516 to control issues and show number of individuals served.

4.7.7.4. Have the person receiving the beverages certify receipt and the number of individuals served.

4.7.8. FSOs may approve the use of excess cost to dispose of food that has been used in training and is unfit to serve.

4.7.8.1. The food service manager prepares AF Form 3516 describing the circumstances and the date. The food service manager and the base medical food inspector (or the person responsible for subsistence inspection) signs the statement, which is then approved by the FSO. The excess cost is reported on AF Forms 249 and 1119 in column L and in the "Remarks" section, to substantiate why the product was unfit for consumption. At SIMS locations, this procedure is accomplished through excess cost programs.

4.7.9. If B-Rations are used for training or on a rotational basis to keep stocks fresh, excess cost is authorized for the difference in price resulting from use. The manager determines the price difference between the B-Ration product and the original product scheduled to be served and prepares a statement to support the excess cost. The Combat support flight chief certifies the statement. Report the excess cost on AF Forms 249 in column F and 1119 in column L and the "Remarks" sections.

4.8. Two-Meal Concept. Under this concept, brunch and supper meals may be served on weekends and holidays. The two-meal concept gives the guest full entitlement of the BDFA in two meals (brunch--45 percent and supper--55 percent) by providing additional choices in each food group. If the two-meal con-

cept is used on Federal Holidays, you may not take the additional 25 percent authorization for the lunch meal on all Federal Holidays.

4.8.1. A dining facility that serves a local birthday meal that includes high cost items such as steak, shrimp, chicken breast can claim an additional 15 percent of the BDFA for each SIK members participating in the meal.

4.9. Fire Station Kitchens. If the support group commander decides food service will be provided at the fire station, the level of service will be hot meals for lunch and dinner seven days a week. The FSO will establish and coordinate procedures to have food served on a schedule basis.

4.9.1. The facility manager will:

4.9.1.1. Provide the menus to the fire chief each evening so firefighters can select menu items for the next day.

4.9.1.2. Use a food service attendant to serve food as well as drive the vehicle to transport meals to the fire station.

4.9.1.3. Provide the equipment necessary to transport food, including the vehicle. Under contract operations, the contractor may provide the vehicle.

4.9.2. The Fire Chief will:

4.9.2.1. Provide enough space for a serving area, warewashing area, and a dining area.

4.9.2.2. Maintain and secure the serving and dining areas during nonserving hours as required by the Director of Base Medical Services.

4.9.2.3. Notify food service of menu choices at least two hours before the beginning of the serving period.

4.10. Field Feeding Accounting Procedures. The field feeding environment during exercises and at Prime BEEF/RIBS training sites requires modified accounting and reporting procedures. A special field "B" ration meal allowance is used in lieu of the "A" ration BDFA when at least one unique "B" ration entree is used. When only "A" rations are used for an exercise, use 33 percent of the local installation BDFA as the per meal allowance. Use only one type of allowance for the entire exercise. For SIMS locations, the "B" ration meal allowance is computed during normal monthly accounting. At non-automated locations, HQ AFSVA/SVOHF provides this allowance to the MAJCOM quarterly.

4.10.1. Weighted rations and ration factors are not used when determining earned income from field feeding using the meal allowance. Use a single copy of AF Form 1650b, **Field Feeding Summary**, on a weekly basis to recap the meals served. Post AF Form 1119-1, **Field Feeding Monthly Monetary Record**, weekly and the last day of each month.

4.10.2. Each base food service activity conducting field feeding (whether local or part of a large scale exercise or contingency) will carry forward gains/losses each month throughout the fiscal year. The organization responsible for providing the subsistence and making purchases must submit an AF Form 1119-1 for the exercise/contingency, and then each month following, provide a AF Form 1119-1 until either the gain/loss is zero, or the end of the fiscal year occurs. If no feeding occurs on subsequent months, only report the carryover on AF Form 1119-1. Any gains/losses exceeding 2 percent of income will be investigated and the results forwarded with the AF Form 1119-1.

4.10.3. Use a separate AF Form 287 to obtain operational rations. Make sure each AF Form 287 contains the proper subsistence fund cite for the category of rations needed (as listed in the annual fund citation letter published by Headquarters Air Force Services Agency, Budget Division (HQ AFSVA/SVFRS)). Do not use base O&M funds to purchase operational rations. All requests for operational rations must be made through the food service office.

4.10.4. AF Forms 147, **Dining Hall Stock Record**, and 148 are not used during exercise or field operations.

4.10.5. Use AF Form 662, **Food Service Production Log**, as the plan for food preparation and use of leftovers.

4.10.6. Use AF Form 3514, **Inventory Count Worksheet**, to record weekly and monthly inventory. After the end of field exercises, return all unused rations in unopened cases to the supporting troop activity.

4.10.7. If operational rations are needed by another unit, food service purchases the rations and transfers them to the receiving unit using AF Form 3516. One individual from that unit must sign for the rations, account for meals sold, and turn in remaining rations and paperwork to the food service office. Food service then completes the field accounting. If the unit does not return to the base providing the rations, the food service section at their home base completes the accounting and forwards through their MAJCOM. Coordination between these units is essential to ensure all operational rations are properly accounted for.

4.11. Issuing Meals-Ready-to Eat (MRE) From Food Service.

4.11.1. When MREs are used in local exercises by organizations other than Services, the following applies:

4.11.1.1. The base FSO obtains MREs on AF Form 287 and then transfers the rations to the requesting organization on AF Form 3516.

4.11.1.2. The FSO provides the using organization with AF Forms 2039 and current meal rates. The FSO advises the organization that the rations are accountable. When the exercise is concluded, all rations not documented as issued or sold on AF Form 2039 must be immediately returned to food service, with the turn-in of cash collected on AF Form 2039.

4.11.1.3. Once all meals, forms and cash have been received, complete AF Form 1119-1 to account for the use of meals during the exercise.

Chapter 5

ORDERING AND INVENTORY FOR DINING FACILITIES

5.1. Procedures:

5.1.1. Full food service contract operations follow the procedures in the Performance Work Statement (PWS).

5.1.2. Military operations:

5.1.2.1. The FSO designates in writing, by name and duty title, the persons responsible for the security of food in each facility.

5.1.2.2. Storeroom personnel should make issues only to the senior cook on duty and weigh or count all food received, issued, or returned to the storeroom.

5.1.2.3. The SF 1080, **Voucher for Transfer Between Appropriations and/or Funds**, is no longer sent to food service from Defense Accounting System (DFAS) for purchases made through Troop Support. The FSO or a designated representative, such as the Quality Assurance Evaluator (QAE) in full food service contract operations, must verify the total food purchases monthly with the PC TROOP operator using the Charge Sales Summary. Reconcile this billing with AF Form 287, and direct vendor delivery slips. Ensure reconciliation documentation is kept on file with AF Form 287s. At Prime Vendor locations, DFAS sends the SF 1080 and adjustment documents directly to the dining facility for verification and reconciliation. After verification, the SF 1080 is returned to the supporting DFAS office, who forwards to DFAS-Columbus for payment to DSCP. This process keeps DSCP solvent since they normally pay the vendor for your purchases within seven days.

5.2. Requisitioning Subsistence. Order food from Troop Support using AF Form 287. Troop support, together with the food service staff, sets the schedule frequency for ordering and delivery of subsistence.

5.2.1. Manual Ordering Procedures:

5.2.1.1. Prepare AF Form 287 (original plus copies as required) and send to the Troop Support activity manager. Prepare a separate AF Form 287 for each food warehouse excluding vendor delivered items. Give the original and two copies of AF Form 287 to the Troop Support officer at least 48 hours before the issue date. The dining facility manager will keep one copy to help in estimating future requirements.

5.2.1.2. At the time the food is drawn from the Troop Support, have the food service representative sign and retain one copy of AF Form 287. Make sure the person requesting the food is not the same person who signs for the food when received. Upon return to the food service activity, enter the unit price on AF Form 287 (provided by PC TROOP operator or from the C-8900 PL as appropriate) in column G, unit cost; and the extended cost in column H. Enter the unit price and quantity received on AF Form 147, **Dining Facility Stock Record**. Enter the total dollar value of all AF Forms 287 for the respective day in column I of AF Form 1119 and column P of AF Form 467, **Monthly Summary of Flight Meals/Special Meals**.

5.2.1.3. Within two workdays from the issue date, make sure the Troop Support forwards a copy of AF Form 287 with items priced and extended to the food service accountant. Make sure food

service personnel reconcile this copy with the copy previously provided by the Troop Support at issue. Identify the specific vouchers causing any differences between the Troop Support billing and food service purchase records. After reconciliation, make any required changes to purchases, issues and transfers.

5.2.2. SIMS Ordering Procedures:

5.2.2.1. AF Form 287 is computer generated to meet requirements for the number of days identified in the base data file (7 to 28 days depending on local needs). If food is purchased from the commissary resale store, use DeCA Form 70-20, **Subsistence Request for Issue**, Turn-in or Transfer and your International Merchant Purchase Authorization Card (IMPAC). See para 5.10 for more information on IMPAC use. Ensure the headcount projected and quantities to prepare for the ordering period are accurate.

5.2.2.2. National Stock Number. Use the full 13-digit NSN for each of the subsistence items requested. Do not use the Universal Product Code (UPC) in SIMS or SAS.

5.2.2.3. Voucher Number. Enter the day and a three digit control number. The computer generates a nine digit voucher number.

5.2.2.4. Reconciliation Report. Input items received into the system and run a Troop Support reconciliation report. Use this report to check that items entered into the SIMS are items actually received. If errors have been made, make necessary adjustments. Attach the Troop Support reconciliation to the AF Form 287 and forward to the food service accountant.

5.2.2.5. Purchase Adjustments. Purchase adjustments made on automated systems automatically update items in the Food Ingredient Inventory File (FIIF) as well as any items already issued. A new AF Form 1119 is then computed and generated by the system to account for these adjustments. The adjustment program corrects the prices for items for the sending facility, but purchase adjustments are not automatically posted at the receiving dining facility. Notify the receiving facility that an adjustment should be made and give them the NSN and Troop Support voucher number. Then execute the transfer adjustment program.

5.2.3. Vendor Delivered Items:

5.2.3.1. The vendor delivery slip is the only document required when the vendor delivers items to the dining facility. Only those items listed in the Blanket Purchase Agreement (BPA) as authorized for dining facility purchase may be ordered. Before signing for the merchandise, an authorized receiver ensures quantities listed on the delivery ticket match the delivery quantities. The slip must also contain the contract number and call number assigned by Troop Support. After the delivery slips are signed, the vendor provides two copies to the dining facility and the dining facility provides a copy to the PC TROOP operator the day of delivery. The PC TROOP operator processes the delivery ticket and returns one copy of the PC TROOP output document to the food service staff office within two workdays after delivery. The FSO uses the PC TROOP output document in the same manner as the AF Form 287.

5.2.3.2. Managers must ensure the code dates are posted for vendor items and that deliveries are checked for freshness and contract compliance. The manager requests assistance from the Military Public Health (MPH) inspector when necessary and advises the Troop Support officer when the requirements of the contract are not met.

5.2.4. Use base O&M funds to purchase ice; items such as paper products, plastic ware, charcoal or lighter fluid; and beverage dispensing equipment leasing and service.

5.3. Dining Facility Stock Record. The storeroom clerk prepares one copy of AF Form 147. Use this form at all food service activities (except SIMS locations) to maintain separate accounts to record all subsistence supplies received from the Troop Support, vendors, or other sources. Post all items to AF Form 147, regardless of the planned consumption date, before issue on AF Form 148. Keep AF Form 147 in a file accessible to authorized personnel only.

5.3.1. At automated locations, include information formerly contained on the AF Form 147 in the FIIF and the Food Basic Ingredient File (FBIF). Do not manually maintain AF Forms 147, unless there is a system failure. Items are systematically issued on a first-in, first-out basis. If an item has a zero balance, it will not appear in the FIIF, but is retained in the FBIF. Print an FBIF report listing all NSNs available for reference. Periodically, review the FBIF and purge obsolete local stock numbers. Unit prices for DSCP food items in the FBIF are electronically updated each quarter. Base food service personnel input prices for local purchases. Unit prices for food items purchased from the prime vendor are updated on a weekly basis from the Subsistence Prime Vendor Interpreter (SPVI).

5.4. Senior Cook's Requisition. The senior cook prepares one copy of AF Form 148 or the computer generated equivalent. The senior cook uses AF Form 148 to requisition food from the dining facility storeroom. At the end of each meal, return any unused food items to the storeroom.

5.4.1. At nonautomated activities, the senior cook on duty prepares AF Form 148 using information from AF Form 662 and the appropriate recipes. The storeroom clerk posts all transactions after the meal. The food service manager or designated representative verifies total prices and sends the completed form to the food service accountant.

5.4.2. The facility manager makes adjustments in the value of issues to the kitchen if errors were made earlier in the month. The storeroom clerk shows the adjustments on AF Form 147. On a separate AF Form 148, the manager adjusts the current day's total value of issues by the net amount of the correction, and attaches the adjustment as supporting documentation.

5.4.3. At SIMS and SAS locations, AF Form 148 is computer generated by the system. The program produces a listing of all ingredients required to prepare each meal. The initial listing produced is the kitchen requisition worksheet. Senior cooks modify this listing and produce the report from SIMS. Once issues and returns have been made in the system, the storeroom clerk prints a copy of the finalized AF Form 148 and cross-checks this with the worksheet. The senior cook reviews the AF Form 148, signs the finalized copy, and sends it to the food service accountant.

5.4.4. When the flight kitchen is located in a dining facility, the senior cook records all subsistence issued from the storeroom on AF Form 148 and enters "Flight Kitchen" in the meal item. The facility manager records total daily issues from the dining facility on AF Form 1119 and 467.

5.5. Food Service Production Log. Food service production is dictated through use of the AF Form 662. At nonautomated locations, the facility manager completes an AF Form 662 for each meal, based on the 28-day rotating menu. The production log lists items to be served for a particular meal, who will prepare the item, times of preparation, recipe numbers, price per item, portion size, and cash register key assignment. At automated locations, SIMS and SAS generate the AF Form 662 based on the Master Menu. Use a separate AF Form 662 for each meal and separate each short order, salad, and pastry AF

Form 662 for more exact selection ratio tracking. Accurate information in this form is vital to ensure ordering and forecasting programs operate effectively.

5.6. Food Service Inventory Transfer Receipt. Transfers between and outside of food service facilities are conducted on AF Form 3516. This allows removal of food from one inventory and placed upon another (other appropriated fund activities only). It is also used to send food outside of food service (such as to a field exercise) or return food to the food service system. This form is also used to remove food from the subsistence account when it is determined to be unfit for human consumption (see paragraph 4.7.5.1). It is essential that food transferred outside of the food service system be adequately explained. For example, if food is transferred to a unit deploying to your location, provide the name and location of the unit, and the quantity transferred. The receiving unit has the responsibility for accounting for the food. By providing the name of the unit, the MAJCOM or HQ AFSVA/SVFRS can track the expenditures.

5.7. Inventory Count Worksheet. AF Form 3514, **Inventory Count Worksheet**, is used to record the physical inventory of food on-hand. The inventory includes all food in the storerooms, refrigerators, and freezers of the dining facilities and central preparation facilities, which is not prepared for consumption. Do not include condiments previously issued from the storeroom, or opened containers, regardless of issue or consumption dates. Inventory procedures:

5.7.1. At the close of business on the last day of each month, the FSO has a physical inventory taken at each food service facility. The closing inventory of one period is the same as the opening inventory of the following period. Reconcile the physical inventory with AF Form 147, or the computer-generated equivalent, and the book inventory. If there are differences, recount the inventory. If the physical count is correct, enter the count and date on AF Form 147.

5.7.2. Enter the date and name of the person responsible for the food service account. Two copies and proper certification are required on all formal inventories, which are taken when the account is transferred. File one copy with AF Form 1119 and give the second copy to either the responsible person from whom the account is transferred or the QAE. One copy of the inventory is sufficient at all other times. Add a statement that the inventory is true and correct on the last page of AF Form 3514, or the Inventory Count Worksheet. The person who took the inventory signs the statement and the FSO certifies the inventory.

5.7.3. Price items on the inventory at the prices listed on AF Form 147. In central preparation facilities, use prices from AF Forms 147 or 287. If like items in stock were received at different prices, enter each quantity priced and extended at its own price.

5.8. Inventory Adjustment Voucher. AF Form 85, **Inventory Adjustment Voucher**, is used to record variances from the food physical inventory and the book inventory by line item. The dining facility manager attaches AF Form 85 to AF Form 1119 with the inventory net variance entered in Item 10, and sends it to the FSO for approval. The FSO reviews the reasons for the inventory adjustment to ensure that the internal controls are effective. The FSO approves the inventory adjustment by signing AF Form 1119, in block 16.

5.9. SIMS Food Issuing Controls. Storeroom personnel issue food on the computer generated AF Form 148. Storeroom personnel input issues and returns into the system and verify this information is correct using the finalized AF Form 148. They provide the AF Form 148 worksheet and finalized AF Form 148

to the senior cook for review. The senior cook signs the form to certify it is correct. Both the finalized AF Form 148 and the worksheet are submitted to the food service accountant.

5.10. Subsistence IMPAC. The subsistence IMPAC is a credit card used to make purchases from the commissary at locations that can accept the card (CONUS, some overseas locations). This card replaces the charge sale account at the commissary. Purchases on this card are only for emergency purposes, when your normal subsistence provider can't supply a needed item. Local contracting offices provide the card and procedures.

5.10.1. All purchases must be pre-approved by the unit's Approving Official. The Approving Official maintains a log of purchases. This log is used to compare the value of purchases with the statement from the credit card company.

5.10.2. Submit food requirements on DeCA Form 70-20. Determine the value of the purchase, to include the five percent surcharge, before going to the cash register to check out, so as not to exceed your \$2,500 per transaction limit. Use the IMPAC card to finalize the purchase at the register. The cardholder then enters the value of the purchase on the control log.

5.10.3. Cardholder should be the person normally making subsistence purchases. This can be a government worker or the storeroom person from the food service contractor (full food service contract operations).

Chapter 6

PASTRY KITCHENS

6.1. Central Pastry Kitchens. If the pastry kitchen is physically separated from other dining facilities, it maintains its own accounting records. Use AF Form 952, **Central Food Preparation Production Record**, to check quantities used against the number of items produced. Prepare form in two copies. Keep one on file in the pastry kitchen and send a copy to the food service office. AF Form 1648, **Central Food Preparation Facility Monetary Record**, is used to account for food issued to dining facilities. This form is prepared in three copies. One copy stays in the facility. The original and one copy is sent to the food service office. The FSO attaches the original to the AF Form 249 sent to the MAJCOM.

6.2. Dining Facility Pastry Kitchens. A pastry kitchen operating as part of the dining facility account controls food and transfers the finished pastry products to other facilities on the AF Form 1119 of the parent dining facility. The following procedures apply:

- 6.2.1. Order ingredients for pastry products with the parent dining facility food order on AF Form 287.
- 6.2.2. Include the dollar value of pastry ingredients on AF Form 1119 on the day of receipt.
- 6.2.3. Post pastry ingredients on AF Form 147 and include in parent dining facility inventories. Separate identification of a pastry storeroom is not necessary.
- 6.2.4. Issue pastry ingredients from the dining facility storeroom on a separate AF Form 148 titled "Pastry Kitchen."
- 6.2.5. Transfer baked products to other facilities on AF Form 3516 using prices computed for local recipes on AF Form 1212, **ALACS Item Pricing**.

6.3. Subsistence and Monetary Controls.

- 6.3.1. Subsistence Request. All food requested or received from the Troop Support is recorded on AF Form 287, **Subsistence Request**. Before signing for the subsistence, the storeroom clerk verifies the weight or amount actually received. The clerk should immediately bring to the attention of the Troop Support warehouse clerk discrepancies in the condition, weight, amount, or cost of the food received. Both clerks initial changes on any AF Form 287.
- 6.3.2. Food Service Inventory Transfer Receipt. Use AF Form 3516 to transfer pastry to other facilities.
- 6.3.3. Pricing Baked Products. The price of baked products remains constant until a change in ingredient cost is enough to change the transfer price. Items are transferred as a separate local stock number created in the FBIF file. These local stock numbers can then be used as recipe ingredients when pricing items for sale within the facility transferred to. For transfer purposes, the 20 percent ingredient charge is not added to the cost of the item. The 20 percent is taken when the local FBIF NSN is used to calculate actual recipe cost of the local pastry in the facility that is receiving the item. The FSO verifies all prices for each type of pastry item produced monthly. Keep the transfer cost of each baked item up to date and on file to verify charges on AF Form 3516. Do not include the cost of packaging when computing costs of baked products. Ingredient costs may be taken from the SIMS. AF

Form 1212 may also be used to price baked products in lieu of AF Form 148 for SCAMS as well as ALACS operations.

6.3.4. Issue and Receipt of Baked Products.

6.3.4.1. Record price, and receipt for delivery on AF Forms 3516.

6.3.4.2. Receiving dining facility includes the dollar value in AF Form 1119, column J, on the day of receipt.

6.3.5. Local Purchase of Pastry Products. Local purchase of commercial pastry is prohibited unless approved by the MAJCOM. Excess cost is not authorized.

Chapter 7

FLIGHT MEAL SERVICE

7.1. Authorized Meal Service.

7.1.1. Crewmembers. Normally, the duration of a flight should be in excess of three hours before a meal is authorized. Consider pre- and post-flight activity when determining if a meal is authorized.

7.1.2. Passengers. Passengers may be furnished a meal if they are on a flight in excess of three hours.

7.1.3. Patients. Air Force flight kitchen facilities prepare and issue regular flight meals for hospital patients aboard aeromedical evacuation aircraft. The aeromedical evacuation control officer from the installation medical facility obtains the modified diet items and special meals.

7.2. Menu Patterns. The menu patterns for flight meals listed in the Air Force worldwide menu will be followed, to include the Core Flight Meal Program. Sandwiches, fruits, and vegetables will be merchandised in transparent plastic containers.

7.3. Types of Flight Meals and Allowances. This information is in AFI 34-239, attachment 4.

7.4. Reimbursements for Meals. Crew members and passengers normally pay cash for their meals. If Cross Service billing is required see paragraph 3.3.

7.4.1. The food service accountant computes the cost of liquid coffee as follows: One pound of ground coffee yields 2.75 gallons of liquid coffee. The reimbursement rate for 2.75 gallons of bulk liquid coffee is the price of one pound of coffee plus the actual cost of cream and sugar furnished divided by 2.75. For example, \$1.94 (for coffee) plus \$0.194 (for cream and sugar) equal \$2.134 divided by 2.75 equals \$0.776; adjusted to the nearest 5 cents is 80 cents per gallon.

7.5. Accounting for Flight Meals.

7.5.1. Requisitioning Food. See paragraph 5.2.

7.5.2. Food Controls. The FSO determines flight kitchen storeroom accounting and control procedures based on the total number of meals issued monthly:

7.5.2.1. When flight kitchen personnel prepare less than an average of 6,000 meals a month over a six month period, a daily physical inventory will be conducted to determine the value of subsistence used.

7.5.2.2. Flight kitchen personnel use AF Form 3514 to record physical inventories. Use validated prices from AF Forms 287 and 3516 or the current month automated inventory list for the price column of AF Form 3514.

7.5.2.3. Do not count food items issued for advance preparation and prepared meals and lunches (except Meal, Cooked, Frozen (MCF)) when conducting the daily inventory.

7.5.2.4. The inventory is conducted at the same time each day. Issues recorded on AF Forms 463, **Request for Flight Meals**, must match the daily accounting time frame used for recording inventories. Report the daily monetary allowance on AF Form 467, column O.

7.5.3. Accounting for Food. When an average of 6,000 or more meals a month are served over a six month period, AF Form 148 and AF Form 147 will be used to account for food. Issues to the kitchen from the flight kitchen storeroom and inventory procedures are the same as used at dining facilities. It is not necessary to return items such as unused cooked food or partial cases of fruits and vegetables.

7.6. Request for Flight Meals. AF Form 463 provides a continuous record of flight meals requested and cash collected. It is also used for refunds when meals are paid for but not consumed through no fault of the passenger or crewmember.

7.6.1. The traffic officer, operations officer, combat alert officer, aircraft commander (or designated representative), or the flight kitchen manager, completes AF Form 463 and collects money. The person who completes this form will notify the flight kitchen manager of the number of meals required.

7.6.2. Flight kitchen personnel complete the form if passengers and crewmembers order individual flight meals from the flight kitchen. The person who orders the meals signs the form in column G.

7.7. Issue of Flight Meals.

7.7.1. If flight kitchen personnel issue meals directly to passengers and crewmembers, the receiving personnel sign column G of AF Form 463 to indicate receipt of the meals.

7.7.2. If flight kitchen personnel issue meals to fleet or passenger service for delivery to aircraft, record the number and type of meals on AF Form 3516. Keep one copy as a supporting document and give a copy to fleet service personnel.

7.7.3. See paragraph 4.5 for ground support meals.

7.7.4. Air Mobility Command (AMC) Cold Banner and Special Assignment Airlift Missions (SAAM). Cold banner refers to any mission which supports or is directed by the President of the United States. SAAM refers to any mission directed as a special assignment airlift mission by AMC. On request, flight kitchens furnishing flight meal support will issue flight meals or bulk issue items for preparation aloft without reimbursement.

7.7.4.1. The flight kitchen will take full credit on AF Form 463. Aircraft number and home base are indicated on AF Forms 3516 and 463. The loadmaster acknowledges receiving the meals by signing AF Form 3516. The support base food service sends one copy of AF Form 3516 to the FSO at the home base where the flight originated.

7.7.4.2. Cash collection for meals are made when the meals are served. The loadmaster may turn in cash collected and unused meals at the main overnight base food service, if desired. The loadmaster turns signature sheets, cash, and unused meals (or receipts for cash and meals) in to the home base. The home base flight kitchen supervisor verifies the number of meals issued and used. Accountability will be maintained for all meals during the entire mission.

7.8. Monthly Summary of Flight and Special Meals. The flight kitchen manager uses AF Form 467 to summarize the daily financial account of a flight kitchen facility. The form shows the number of each type meal served and the daily monetary standing of the flight food service account. Prepare one copy for the flight facility and one copy for the FSO.

7.9. Authorized Inventory Adjustment. Use AF Form 85 to reconcile differences in the book inventory and the physical inventory for the same accounting period. The FSO reviews AF Form 85 and attaches it

to AF Form 467 for the same period. The FSO determines reasons for the inventory adjustment and takes appropriate corrective action. If required, the FSO will initiate a report of survey.

7.10. Cash Controls. The flight kitchen manager must :

- 7.10.1. Make sure the current flight meal, snack, ground support meal, and bulk liquid beverage reimbursement rates are collected from guests.
- 7.10.2. Provide safeguards for the change fund and cash collected.
- 7.10.3. At passenger terminals where fleet service collects a considerable amount of cash from the sale of flight meals, cash will be deposited directly with accounting and finance. The passenger service officer will prepare DD Form 1131 in sufficient copies to provide the FSO with a copy for reconciliation with the AF Form 463.

7.11. Cash Refund Procedures for Flight Meals. Passengers and crewmembers may receive refunds for meals and snacks purchased but not consumed, due to circumstances beyond their control. For example, flights may be delayed or canceled, meals may not be served because of equipment failure, or meals may not be delivered to the aircraft.

7.11.1. Before a refund is made, the aircraft commander or loadmaster must certify that meals were not served. The passenger service officer, or designated representative will:

- 7.11.1.1. Complete the refund certificate on the passenger's boarding pass or ticket receipt.
- 7.11.1.2. Give the reason for refund and include any pertinent information (for example: flight canceled, second meal not placed in aircraft at originating station, passenger bumped off flight, etc.).
- 7.11.1.3. Sign the certificate.

7.11.2. The passenger signs the reverse side of AF Form 463 and includes the reason for the refund. Refunds of the amount paid may be made at the originating or terminating passenger terminal facility, or any flight kitchen, dining facility, or accounting and finance office. Each refund will be recorded as a separate transaction on the reverse side of AF Form 463. One crewmember can sign for refunds of the entire crew meal order. To support cash refunds to passengers and crewmembers, AF Form 463 must be attached to the file copy of DD Form 1131 submitted to accounting and finance.

7.11.3. If crewmembers and passengers do not receive purchased bulk liquid beverages, they may receive reimbursement by presenting a signed statement of nonreceipt from the aircraft commander to the passenger terminal cashier, any flight kitchen, or dining facility cashier. Also, the person receiving the refund must sign the back of AF Form 463. AF Form 463, with the aircraft commander's signed statement of nonreceipt attached, must be attached to the file copy of DD Form 1131 submitted to accounting and finance.

7.11.4. The above procedures permit refunds for flight meals at a different base than where the collection was made.

7.12. Unsafe Food Items. If a flight kitchen manager suspects food items are unfit for human consumption or unsafe for service in flight, have MPH inspect the items. If the MPH condemns the items, the manager completes the AF Form 3516, in duplicate, as follows:

7.12.1. In the consignee block of the form, enter the word "Condemned" and add the following certificate "I certify the food items listed above are unsafe for flight food service or human consumption and are not to be used for flight meals."

7.12.2. The MPH inspector will sign this certificate. The flight kitchen will certify the final disposition of all condemned items on AF Form 3516 before dropping the dollar amount from the inventory. The flight kitchen will keep the original as a supporting document and the MPH inspector will keep the second copy.

7.13. Excess or Surplus Flight Meals Aboard Military Aircraft. Fleet service must turn over to the flight kitchen excess or surplus flight meals from transient or terminating mission aircraft. In the absence of a flight kitchen, turn them in to a dining facility. The flight kitchen or dining facility makes disposition as indicated below:

7.13.1. The FSO prepares an AF Form 3516 (in duplicate) to receipt for all meals received (frozen, spoiled, or thawed) and requests inspection by the MPH inspector. The FSO who receives the meals signs both copies of AF Form 3516. The loadmaster or flight traffic specialist keeps the original and the FSO keeps the duplicate as a supporting document.

7.13.2. After the MPH inspector determines if the food is fit for human consumption, the MPH inspector will annotate the AF Form 3516 with a recommendation for disposal.

7.13.3. In all cases, the MPH inspector determines the fitness and use of precooked frozen meals, as well as any other questionable food item.

7.13.4. Turn-ins or write-offs of surplus meals will be accompanied by the original AF Form 3516 issued to the loadmaster or flight traffic specialist. The flight kitchen manager uses current prices for MCFs or flight meal components available at the receiving flight kitchen. If prices are unavailable there, the manager will use prices from the originating base's AF Form 3516.

7.14. Unused Food Aboard Military Aircraft. Fleet service will return all unused bulk subsistence items to the flight kitchen. In the absence of a flight kitchen, return the items to the dining facility. The food service person who receives the food items prepares AF Form 3516. The recipient signs both copies. Fleet service keeps the original and the MPH inspector keeps the duplicate as a supporting document. After the MPH inspector certifies food items to be fit for human consumption, add all food items (except condemned) to the storeroom inventory.

7.15. Flight Meal Questionnaire. Use AF Form 468, **Flight Meal Questionnaire**, to obtain feedback from your guests. Form can be used in conjunction with all meals available in the flight kitchen. Ensure a return address is placed on the reverse side of the form.

7.16. Control Procedures. The flight kitchen manager must:

7.16.1. Prepare a menu for each type of meal or snack before the beginning of the monthly accounting period, identifying each item and its projected cost for the month. The projected cost should approximate the meal or snack meal allowance and selling price.

7.16.2. Prepare an itemized cost list of enhancement food items to be used for MRE and MCF.

7.16.3. Monitor item quantities used to prepare meals and adjust menus as required to prevent excessive gain or loss. The FSO should make a random sample check of prepared meals at least weekly to prevent excessive variance between meal cost and the inventory allowance.

7.16.4. Cost menus monthly.

7.17. Flight Meals Prepared in Dining Facilities. If the flight kitchen is operated as part of a dining facility, the FSO must report separately for the flight meal account on AF Forms 463 and 467. Record food issued from the facility storeroom to the flight kitchen on AF Form 3516.

7.18. Authorized Excess Cost. See paragraph 4.7.

7.19. Airlift Services Industrial Fund (ASIF) Complimentary Snack and Beverage Service. Passenger service representatives will provide complimentary snacks and beverages (paid for by the ASIF) which will enhance passenger comfort during flight to all passengers on a no charge basis. Complimentary snacks are not intended to be provided in lieu of a meal.

7.19.1. Purchasing Food for Beverages and Snacks. Passenger service representatives may use ASIF to purchase subsistence items for beverages and snacks from flight kitchens on a reimbursable basis. The Air Terminal Manager (ATM) determines the types and quantities of beverages and snacks needed. The ATM should coordinate with the local FSO and the accounting and finance office to establish procedures to receive bulk purchased beverages and snacks. Passenger service representatives will request bulk beverage and snack items on AF Form 463, which will be signed by the ATM or designated representative. The ATM will certify the bulk item receipt by signing in the signature block and inserting the words "ASIF PASSENGER MISSION" above the signature.

7.19.2. Non-AMC Terminal Activities. At installations where there is no AMC terminal activity, the aircrew will identify to the local flight kitchen the proper billing address for beverages and snacks needed to support the ASIF passenger mission. The billing address will be the accounting and finance office of the aircraft's home station.

7.19.3. Billing Instructions. Each flight kitchen must maintain a monthly record of all issued and creditable returned items. Each month the FSO will furnish the accounting and finance officer AF Forms 3515 showing issues less creditable returns.

7.19.4. Authorized Monetary Allowance. The cost of complimentary snacks is limited to a maximum of 75 cents per passenger. Do not include complimentary beverages in this limit. List unused snack and individually containerized beverage items on AF Form 3516 and turn in the items to the flight kitchen. Flight kitchens originating ASIF complimentary snacks and beverage service will provide the loadmaster with two AF Forms 3516, to aid turn in at the terminating station. Receiving flight kitchens will use current prices available at their installation when adding ASIF complimentary snacks and beverages to their inventory. If prices are unavailable locally, use the prices from the originating base's AF Form 3516.

7.19.5. Determining Requirements. Normally the ATM determines requirements for complimentary snacks and beverage requirements on the period of flight (morning, afternoon, evening), duration of flight, meal service availability, food item availability, and other local controlling factors. Flights of less than 90 minutes are authorized ASIF complimentary beverages only. Flights over 90 minutes are authorized ASIF complimentary snacks and beverages. The ATM bases complimentary snacks and

beverages on food items normally stocked by the local flight kitchen and available C-8900 Subsistence Stock listed items or local purchase Troop Support contracts. The flight kitchen must not include major meal items, such as sandwiches, soups, or entrees, as complimentary snack items. A sample selection of snacks are listed in the Air Force worldwide menu.

Chapter 8

TROOP SUPPORT GENERAL GUIDANCE

8.1. Purpose. This chapter explains the general criteria for the organization and responsibilities of the Troop Support program.

8.2. Accountability. The Services Commander/Division Chief is the accountable officer for all Troop Support subsistence. Responsibility for merchandise may be delegated to the FSO who exercises more direct control.

8.3. Records. Keep all accounts of transactions, forms, and reports as directed in this manual or AFMAN 37-139, *Records Disposition Schedule*. Records maintained as directed by this manual may be recorded on automated forms; however, automated forms used by Troop Support units are considered “computer generated”. These forms must be developed as a coordinated effort with Headquarters United States Air Force, Director of Services (HQ USAF/ILV), HQ AFSVA and the functional headquarters office of responsibility. This ensures facsimiles of pre-printed forms are not altered and are in the same general format as the original Air Force form.

8.4. Deviations. Deviations from this manual are not authorized without approval of HQ AFSVA. Send requests for deviation through the appropriate MAJCOM prior to submitting them to HQ AFSVA. MAJCOM commanders may supplement this manual to add essential command guidance applicable to their operation. Provide a draft copy of all supplements to HQ AFSVA/SVO for approval prior to implementation.

8.5. Terms. Terms used in this manual are explained in the glossary, attachment 1.

8.6. Organization. HQ AFSVA provides technical assistance and guidance pertaining to Troop Support operations worldwide. Responsibilities include maintenance and acceptance of vendor price quotes, resource management oversight, and development of state-of-the-art automated Troop Support systems (PC TROOP).

8.6.1. The MAJCOM is responsible for matters pertaining to the day to day operation of Troop Support activities. They provide guidance in the areas of Troop Support operations, equipment management, and facility construction. They also interpret guidance provided in this manual and initiate command supplements to provide specific guidance.

8.6.2. The Troop Support activity is under the direction of the FSO. This section is responsible for the receipt, storage, transfer and issue of subsistence to support authorized activities. Charge sales may be made to appropriated fund activities, including hospitals, and to authorized nonappropriated fund guests. The FSO maintains close liaison with guests to ensure optimum support.

8.6.3. The PC TROOP operator is responsible for all administrative and computer functions related to the operation of the Troop Support activity.

8.7. Services Commander/Division Chief Responsibilities. The Services Commander/Division Chief has full and final authority for use of authorized funds, ordering, and control of all subsistence. Responsibilities include control of O&M funded equipment and supplies required to operate the Troop Support

activity. They ensure excellent customer service by working with base officials to obtain feedback on the services provided.

8.7.1. Ensure PC TROOP operators and Troop Support warehouse personnel receive the training needed to properly perform their duties.

8.8. FSO Responsibilities. The FSO provides supervision for ordering, receiving, storage, and issuing of subsistence. He or she will:

8.8.1. Establish controls for issue of Troop Support subsistence to appropriated and nonappropriated fund customers.

8.8.2. Verify the accuracy of charge sales and take inventory as required.

8.8.3. Establish controls over and determine the level of subsistence stocks needed to efficiently support customers.

8.8.4. Establish reorder levels based on changes of mission, exercises, special events, and charge sales requirements.

8.8.5. Control all fiscal and administrative functions, prepare reports, and process accountable documents.

8.8.6. Develop written procedures for conducting refrigeration system alarm checks, system checks, and response to potential losses.

8.8.7. Determine Troop Support operating hours and work schedules to facilitate access and convenience.

8.8.8. Appoint a building manager or custodian to act as point of contact for submitting requests for emergency and minor repairs.

8.8.9. Develop management controls over all operations of the PC TROOP operator and Troop Support warehouse.

8.8.10. Ensure a viable training program for Troop Support personnel is in effect.

8.8.11. Ensure acceptable sanitation standards are maintained throughout the Troop Support warehouse.

8.8.12. Maintain adequate inventory levels within the allowable tolerances to support current and projected Troop Support requirements.

8.8.13. Develop security procedures to ensure adequate protection of all assets to prevent losses to the government.

8.8.14. Develop internal controls over facility and equipment use. Maintain a viable fraud, waste, and abuse program.

8.8.15. Determine O&M equipment, vehicle, and facility requirements, and any modifications necessary for support of the Troop Support mission.

8.9. Troop Support Warehouse Responsibilities. The Troop Support warehouse supervisor is responsible for the overall warehouse operation and storage of WRM rations to sustain troop feeding requirements

of dining facilities, reserves/national guard, and other approved charge sale customers. Refer to AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*, chapter 5, section IV.

- 8.9.1. Obtain requirements from charge sale customers monthly.
- 8.9.2. Provide a list of excess subsistence to Food Service Officer/Manager and MAJCOM monthly for redistribution.
- 8.9.3. Take inventory of merchandise on hand monthly to determine the current status of accountability or to determine quantities to order.
- 8.9.4. Ensure Troop Support warehouse is kept neat and clean.
- 8.9.5. Ensure adequate protection of all assets is exercised to prevent loss to the government.
- 8.9.6. Ensure sufficient quantities are ordered each month, based on requirements and past consumption, to support the mission without exceeding approved inventory levels.
- 8.9.7. Follow Occupational Safety and Health Act, Air Force Occupational Safety and Health (AFOSH), and installation safety guidelines.
- 8.9.8. Ensure paperwork pertaining to receipts, transfers, salvage, MPH samples, and charge sales is provided to the PC TROOP operator daily to be input into the financial system.
- 8.9.9. Ensure special items (hospital dietary items, general purpose food packets, water, etc.) are scheduled for direct delivery or immediate issue. These items will not be stocked in the Troop Support warehouse.
- 8.9.10. Sign and date all receipts after verifying quantities received.
- 8.9.11. Prepare SF Form 364, **Report of Discrepancy (ROD)**, for depot shipments when merchandise is damaged or missing.
- 8.9.12. Prepare AF Form 129, **Tally In/Tally Out**, and DD Form 1149, **Requisition and Invoice/Shipping Document**, as required for the transfer or shipment of subsistence to another location.
- 8.9.13. Prepare AF Form 28, **War Reserve Materiel (WRM)** and AF Form 29, **Troop Ration Report** as required. Refer to AFI 34-239, attachments 11 and 12.
- 8.9.14. Conduct monthly meetings with all charge sale customers to discuss excesses, short shipments, items in long supply, and vendor performance.

8.10. PC TROOP Operator Responsibilities. The PC TROOP operator is responsible for keying in all receipts, orders, issues, inventories, transfers, salvage, MPH samples and for maintaining current files of all documents, and he or she will:

- 8.10.1. Place calls to local purchase vendors and Defense Subsistence Office (DSO) when required.
- 8.10.2. Key in and transmit Military Standard Requisitioning and Issue Procedures (MILSTRIP) orders monthly, within the established time.
- 8.10.3. Key in inventory monthly, prior to accomplishing the Inventory Adjustment Voucher (IAV) and MILSTRIP requisition.
- 8.10.4. Enter all receipts, issues, transfers, MPH samples, and salvage documents into the computer system daily.

- 8.10.5. Maintain files of all documents IAW AFMAN 37-139.
- 8.10.6. Maintain a vendor folder and call register for each local purchase contract.
- 8.10.7. Maintain a charge sale customer folder for each charge sale customer.
- 8.10.8. Provide adequate security for computer equipment and software programs.
- 8.10.9. Transmit financial data daily.
- 8.10.10. Maintain log of all problems, both operator error and system related.

8.11. Training. Proper training of personnel is essential to maintain a productive and efficient work force. It is the Services Commander's/Division Chief's responsibility to ensure PC TROOP and Troop Support personnel are properly trained. Brief newly assigned personnel on assigned duties, responsibilities, and performance standards. Ensure other personnel are trained to provide coverage during leave, deployments, or illness. Recommended alternates are storeroom personnel and the food service accountant. PC TROOP operators and Troop Support warehouse personnel are not allowed to perform both functions. Document training in AF Form 623, **On-the-Job Training Record** or Training Education Automated Management Systems.

8.12. Equipment. Maintain equipment in a good state of repair. The installation is responsible for providing and maintaining the necessary equipment required for the operation. Troop Support operations accomplish preventive maintenance as prescribed by MAJCOM and/or installation directives. Project new and replacement equipment costs in the budgeting system.

8.12.1. Troop Support Material Handling Equipment (MHE) is contained in Allowance Standard (AS) 019, *Vehicles*. It is the transportation officer's responsibility to furnish forklifts necessary to accomplish the Troop Support mission.

8.12.2. Other MHE (such as pallet jacks, hand carts, and platform carts) is acquired through base supply. Equipment requests are submitted through base supply using AF Form 601, **Equipment Action Listing**.

8.12.3. Office equipment and administrative supplies are obtained through base supply.

8.12.4. Scales are obtained from base supply and should be maintained in good working condition. Use them to weigh items received and issued. Scales should be inspected and calibrated at least once a year. Have the installation Precision Measurement Laboratory (PMEL) calibrate and attach a tag to each scale attesting to the date of the inspection. If PMEL services are not available, establish a contract with a commercial company.

8.12.5. Refrigeration equipment must be checked periodically for proper operation. The FSO is responsible for developing written procedures for performing refrigeration system alarm checks, system checks, and response to potential losses. Troop Support personnel will notify civil engineers (CE) and MPH inspectors when inoperative units are discovered. Record actions taken, date and time the malfunction is discovered, date and time CE is notified, and date and time MPH inspection personnel are notified.

8.12.6. Ensure temperature charts are maintained in a convenient location outside the refrigerator door. Temperature checks must be performed on non-operating days at locations not having an alarm system. Checks are conducted at least twice; once after each defrost cycle. In addition, check after a

violent thunderstorm or known power outage. Locations with automatic alarm systems require observation weekly before a non-operating day. Record the test result on a general purpose form or checklist located near the alarm system control panel. If the alarm is not working, use the above procedures for checking temperatures without an alarm system.

8.13. Facilities. The CE is responsible for maintenance and repair of the Troop Support facility. Submit AF Form 332, **Base Civil Engineer Work Request** when submitting work order(s) for facility maintenance. The FSO appoints a Troop Support manager or building custodian who acts as the point of contact for requesting emergency and minor repairs. The building manager maintains a work request register using a general purpose form and conducts follow-up on all work orders at least monthly. Follow-up work requests until the item is complete.

Chapter 9

CONTRACTING

9.1. Responsibilities. HQ AETC/LGCX (Randolph AFB, TX) is responsible for providing CONUS, Guam, Alaska, and Hawaii local purchase contracting support. Federal Acquisition Regulations (FAR) governs the purchase of subsistence by the DoD.

9.1.1. Contracts are the avenue by which we control and manage almost every aspect of Troop Support subsistence inventory. In addition to ordering from DSCP, we rely on local purchase agreements.

9.1.2. There are two basic types of purchase orders used in Troop Support: indefinite quantity contract (IQCs) for milk, bread and eggs, and purchase agreements (PAs).

9.1.3. A PA is an agreement between the government and a vendor to furnish supplies and services for a specific period of time. Agreements may be established on the basis of pre-priced lists of specific items. PAs must be approved by the FSO prior to submission to HQ AFSVA.

9.1.4. A IQC is a formal written agreement which describes the obligations of both parties and includes an estimate of what and how much will be bought under the terms of the contract.

9.1.5. These contracts are maintained by HQ AFSVA/SVOHT. Contract data is disseminated to bases via PC TROOP program.

9.1.6. The FSO, PC TROOP operator, and Troop Support personnel must have knowledge of PAs and IQCs.

9.1.7. Only authorized personnel can place orders. The FSO must ensure that the authorized personnel list remains current. The PC TROOP operator should be the primary with appropriate alternates.

9.1.8. Accurate records must be maintained. Troop warehouse personnel will maintain a copy of signed vendor receipts and forward a copy to PC TROOP.

9.2. Authorized Calls. These are legal orders or purchases made with approved available funding. New contract call numbers will consist of the contract number beginning with 0001 and every new order will follow in sequential order for the entire life of the contract.

9.2.1. The PC TROOP operator will issue all call numbers.

9.2.2. Avoid improper behavior that may cause severe repercussions. Do not discuss contract information prior to award with vendors, make any unauthorized deals or accept gratuities.

9.2.3. Know the conditions and terms of PAs and IQCs. The PC TROOP operator should be aware of the following areas:

9.2.3.1. Price schedule (authorized item description list, unit of issues, etc.).

9.2.3.2. Discount terms.

9.2.3.3. Vendor name and address.

9.2.3.4. Receipt process (direct ticket invoices, direct vendor deliveries (DVD), or vendor invoice).

9.2.3.5. Expiration date of contract.

9.2.4. Ordering items without a contract causes a need for ratification. Ratification is the process of the contracting office correcting an unauthorized purchase or order.

9.2.5. Avoid unofficial buys. This occurs when unlisted items are purchased on an existing contract.

9.2.6. Frequent meetings should be arranged to explain what can be purchased from existing contracts. Submit requests for new items to HQ AFSVA/SVOHT. All orders should be placed with an authorized PC TROOP order form.

9.3. Call Register. Use AF Form 3133, **General Purpose**, or facsimile as your call register. Ensure you include PA number, name of contractor, type of supplies/services, and your local organization in the top portion of this form.

9.3.1. To make tracking each transaction easier, use the following headers: Date of call, Call number, Quantities, and Amount.

9.3.2. Maintain a separate call register for each contract to avoid duplicating call numbers for transactions.

9.4. Monthly Reporting. Use AF Form 3126, **General Purpose**, or facsimile as your monthly report. This is a consolidation of all transactions (calls) during that specific month. The top portion of this form should have the same information as the call register. Each line entry should include the reporting month, total number of calls per month, and total dollar amount obligated. Maintain a file for call registers as determined by the contracting office.

9.4.1. For every call that is made, there are government dollars obligated to ensure timely payment.

Chapter 10

WAREHOUSING SUBSISTENCE

10.1. Equipment. The AS for Troop Support MHE is AS 012, *Vehicles*, section “AZ”.

10.1.1. NSNs authorized to be requested by Troop Support are:

- | | | | |
|-----------|------------------|----|-----------------------|
| 10.1.1.1. | 3930-01-102-2185 | LB | Selector |
| 10.1.1.2. | 3930-01-103-0494 | LB | Walkie Stacker |
| 10.1.1.3. | 3930-01-104-0164 | LB | Low Profile Forklift |
| 10.1.1.4. | 3930-01-102-8906 | LB | Narrow Aisle Forklift |

10.1.2. Basis of issue is one per each Troop Support and one additional for each \$100,000 dollars of Troop Support warehouse charge sales. Life expectancy is 15 years for electric and 10 years for gas forklifts. The Troop Support supervisor must ensure new and replacement equipment costs are projected in the budgeting system.

10.1.3. Additional equipment items required in Troop Support are Scales (NSN 6670-00-164-0554), Hand Trucks, Platform Carts (4 Wheel), Pallet Jacks, Battery Charger, Loading Plate (Dock Leveler NSN 3990-00-298-0423), Thermometers, Banding Machine*, Stretch Wrap Machine* (Shrink Wrap NSN 3540-01-179-7237), Cold Weather Gear, and Steel Warehouse Racks (NSN 7125-00-217-4167).

**Note:* Only Troop Support Activities who routinely ship subsistence to sites need these equipment items.

10.1.4. Administrative equipment required by the PC TROOP operator and Troop Support personnel are desks, chairs, file cabinets, calculators, fan/air conditioner, trash cans, 3.5” diskettes, 5.25” diskettes, disk storage locking box, assorted cleaning supplies, and any other items which make the job easier.

10.2. Layout. Determine the layout of merchandise for maximum use of space, manpower, and equipment. The installation Fire Marshall assists in determining the location and width of fire aisles. Perishable and semi-perishable subsistence is arranged by federal supply class or PC TROOP inventory worksheet. Space allocation is determined by reviewing past consumption history data. Space allocation should be flexible, allowing for adding or deleting stock items.

10.3. Storage. Use procedures contained in paragraphs 5-17 and 5-18 of AFJMAN 23-210 for perishable and semi-perishable subsistence storage.

10.3.1. The following are the temperature requirements for subsistence:

- | | |
|-----------|---|
| 10.3.1.1. | Perishable - frozen food - 10 to 0 degrees F |
| 10.3.1.2. | Perishable - chill (dairy) Items - 32 to 35 degrees F |
| 10.3.1.3. | Perishable - produce - 35 to 55 degrees F |
| 10.3.1.4. | Semi-perishable - canned, boxed, bagged or glass - Room Temperature |

10.3.2. Frozen items that are slightly defrosted must be checked by MPH inspectors. If determined by MPH to be in acceptable condition, refreeze without delay.

10.3.3. Ensure proper dunnage is used to prevent items from coming in contact with walls and floors. Store frozen subsistence on racks or pallets (six inches off the floor) to allow for proper air flow. The Troop Support supervisor is responsible for monitoring all freeze and chill units. They will establish written procedures for temperature checks during operating and non-operating days, to include holidays. Checks are accomplished three times a day during operating days and twice on non-operating days.

10.3.4. Store semi-perishable subsistence on warehouse racks to the maximum extent possible. Subsistence should never come into contact with walls or floors and should remain dry at all times. Use corner guards to prevent damage from MHE.

10.3.5. Provide an area to segregate damaged and deteriorated subsistence. Perishable items are stored in covered containers. All losses in the Troop Support account are annotated on AF Form 129, **Tally In-Out**, and forwarded to the PC TROOP office for processing, regardless of value.

10.3.6. Arrange subsistence by federal supply class or your inventory worksheet. Since inventories are conducted monthly, it is advantageous to arrange them by the inventory worksheet. Ensure oldest merchandise, determined by date-of-pack, is issued first.

10.3.7. Label local purchase items with Julian date of receipt (e.g., 5128).

10.4. Authorized Levels. The Working Capital Fund, formerly the Defense Business Operating Fund (DBOF) establishes objectives for inventory on-hand and aggregate inventory based on charge sales. Keeping sufficient inventory on-hand to satisfy customer demand, while staying within the objectives, is a continuing requirement for effective Troop Support management.

10.4.1. Authorized levels are determined by customer demands. As a result of this, each region has an established Inventory to Sales ratio. To calculate the Inventory to Sales ratio, divide the month-end physical inventory value by the charge sales plus transfers-out for the month. For example, if the month-end dollar value of physical inventory is \$80,000, monthly charge sales are \$99,000, and transfers-out are \$1,000, the resulting inventory to sales ratio is 0.8 to 1. Do not include the following items in the inventory when calculating the ratio:

10.4.1.1. MREs in the Troop Support inventory.

10.4.1.2. Rations, Cold Weather (RCW) in the Troop Support inventory.

10.4.1.3. WRM inventory items.

10.4.2. Report the total dollar amount of MREs and RCWs in the troop inventory in the remarks section of the Record of Operation (ROP) at the end of each month. The Inventory to Sales ratio will be reported at the end of each month on the ROP. Additionally, the authorized gain/loss is .4 of 1 percent of sales. When bases exceed the authorized tolerance of .4 of 1 percent of sales, they must investigate and take action to correct the causes of excessive gains or losses. The Services Commander/Division Chief must sign all ROP reports that are not within the authorized tolerance.

10.4.3. CONUS (excluding Alaska and Hawaii locations):

10.4.3.1. Inventory to sales ratio not to exceed 0.8 to 1.

10.4.3.2. No more than 7 days of perishable subsistence (from DSCP) on hand at the end of the month.

10.4.3.3. No more than 10 days of semi-perishable subsistence (from DSCP) on hand at the end of the month.

10.4.3.4. Local purchase (LP) subsistence should be ordered on an as needed basis only, keeping inventory levels to an absolute minimum with no more than 3 days on hand. MAJCOMs should make exceptions where necessary because of location or size, i.e., it would be impossible for a base to stay within the 3-day limit due to the volume of LP sales.

10.4.3.5. There should be no produce on hand. Produce should be treated like direct vendor deliveries, in and out.

10.4.4. Alaska and Hawaii:

10.4.4.1. Inventory to sales ratio not to exceed 1.5 to 1 for Alaska and 0.95 to 1 for Hawaii.

10.4.4.2. No more than 25 days of perishable subsistence (from DSCP) on hand (60 day lead time placing orders to DSCP) at the end of the month.

10.4.4.3. No more than 15 days of semi-perishable subsistence (from DSCP) on hand at the end of the month.

10.4.4.4. LP should be ordered on an as needed basis only and there should never be more than 3 days on hand.

10.4.4.5. Do not maintain any produce on hand unless there is only one delivery a week (such as in Alaska); in this case, only maintain 3 days on hand. If possible treat produce like direct vendor deliveries, in and out.

10.4.5. OCONUS Europe (Germany, United Kingdom, Italy):

10.4.5.1. Inventory to sales ratio not to exceed 0.9 to 1.

10.4.5.2. No more than 10 days of perishable subsistence (in theater DSCP) on hand at the end of the month.

10.4.5.3. No more than 15 days of semi-perishable on hand at the end of the month.

10.4.5.4. There is very little local purchase and what there is should only be ordered on an as needed basis, maintaining no more than 5 days on hand.

10.4.5.5. Maintain no produce on hand unless there is only one delivery a week. Then maintain only 3 days on hand. Treat produce like direct vendor deliveries, in and out.

10.4.6. OCONUS (Turkey and Lajes Field):

10.4.6.1. Inventory to sales ratio not to exceed 1.5 to 1.

10.4.6.2. No more than 15 days of perishable subsistence on hand at the end of the month.

10.4.6.3. No more than 30 days of semi-perishable subsistence on hand at the end of the month.

10.4.6.4. There is very little local purchase and what there is should only be ordered on an as needed basis, maintaining no more than 5 days on hand.

10.4.6.5. Maintain no produce on hand unless there is only one delivery a week. Then maintain only 3 days on hand. Treat produce like direct vendor deliveries, in and out.

10.4.7. Guam:

10.4.7.1. Inventory to sales ratio not to exceed 0.9 to 1.

10.4.7.2. No more than 10 days of perishable subsistence on hand at the end of the month. (This needs to be looked at closely prior to the Navy Depot closing.)

10.4.7.3. No more than 15 days of semi-perishable subsistence on hand at the end of the month. (This needs to be looked at closely prior to the Navy Depot closing.)

10.4.7.4. There is very little local purchase and what there is should only be ordered on an as needed basis, maintaining no more than 5 days on hand.

10.4.7.5. Maintain no more than 10 days of produce on hand.

10.4.8. Mainland Japan:

10.4.8.1. Inventory to sales ratio not to exceed 1.5 to 1.

10.4.8.2. No more than 20 days perishable subsistence on hand at the end of the month.

10.4.8.3. No more than 30 days of semi-perishable subsistence on hand at the end of the month.

10.4.8.4. There is very little local purchase and what there is should only be ordered on an as needed basis, maintaining no more than 3 days on hand.

10.4.8.5. Maintain no more than 10 days of produce on hand.

10.4.9. Korea:

10.4.9.1. Inventory to sales ratio not to exceed 0.9 to 1.

10.4.9.2. No more than 10 days of perishable subsistence on hand at the end of the month.

10.4.9.3. No more than 15 days of semi-perishable subsistence on hand at the end of the month.

10.4.9.4. Maintain no more than 10 days of produce on hand.

10.4.10. Okinawa:

10.4.10.1. Inventory to sales ratio not to exceed 2.5 to 1.

10.4.10.2. No more than 30 days of perishable subsistence on hand at the end of the month.

10.4.10.3. No more than 30 days of semi-perishable subsistence on hand at the end of the month.

10.4.10.4. There is very little local purchase and what there is should only be ordered on an as needed basis, maintaining no more than 5 days on hand.

10.4.10.5. Maintain no more than 10 days of produce on hand.

10.4.11. Thule:

10.4.11.1. Inventory to sales ratio not to exceed 2 to 1.

10.4.11.2. No more than 30 day supply of perishable subsistence on hand at time of arrival of Pacer Goose.

10.4.11.3. No more than 30 day supply semi-perishable subsistence on hand at time of arrival of Pacer Goose.

10.4.11.4. Maintain no more than 3 days of produce on hand at time of weekly flight arrival.

10.4.11.5. Maintain no more than 7 days of local purchase subsistence on hand at time of weekly flight arrival.

10.5. Security. Establish security controls to prevent the loss of resources within the Troop Support activity. Controls are primarily directed at the prevention of losses resulting from forced or unauthorized entry and receiving irregularities.

10.5.1. Limit and control access to Troop Support. Establish local procedures to challenge and identify visitors.

10.5.2. Ensure entry keys are controlled. Do not leave visitors or customers unattended in Troop Support.

10.5.3. Supervisors are responsible for ensuring employees eat and drink only in designated areas.

10.5.4. Perform inspections at the end of each business day to ensure all areas have been secured. Lock exterior doors and windows at end of duty day. If there is evidence of a break-in or attempted break-in, notify security police.

10.6. Sanitation. The entire premises must be kept clean, neat, and orderly. Aggressive action is required to correct problems identified by MPH or self-inspections. Develop and post a cleaning schedule. The schedule should include procedures to follow, cleaning agents, and frequency of cleaning.

10.6.1. Warehouse personnel should examine subsistence regularly to ensure there is no damage or infestation. If infestation is evident or suspected, notify the Services Commander, MPH and installation entomology office.

10.6.2. Remove Hazardous Food Recall (ALFOODACT Message) items to a controlled holding area for MPH inspection and disposition.

10.6.3. MPH inspectors conduct periodic inspections of subsistence in storage and make recommendations on In-Storage Inspection (Class 9) Report. Inform the FSO of results and work aggressively to correct deficiencies. Retain sanitation reports until next inspection. When problems are corrected, annotate the date of completion on report.

10.6.4. Develop a weekly self-inspection checklist to assist in maintaining a clean facility.

10.7. Safety. Troop Support operations present a variety of hazards requiring care and attention to prevent injury and/or property damage. Food service officers, and Troop Support warehouse supervisors are responsible for ensuring employees follow safety rules and regulations.

10.7.1. Troop Support personnel are responsible for following safety rules and regulations outlined by AFOSH publications. They must use and wear required protective clothing and equipment outlined in base safety instructions (examples: safety-toe shoes, fall protection belts, harnesses, cold weather gear, etc.). All personnel must have AF Form 55, **Employee Safety and Health Record**, completed and maintained on file.

10.7.2. Refrigerated walk-in storage rooms must have a door that can be opened from the inside. If the door must be locked from the outside, a permanent sign will be mounted on the door stating "DETERMINE NO ONE IS INSIDE BEFORE LOCKING DOOR." A telephone should be installed in refrigerated storage facilities as an additional safety measure.

10.7.3. FSOs and Troop Support supervisors must work closely with the installation safety office to eliminate any safety problems.

Chapter 11

PC TROOP

11.1. System. This automated system gives the Troop Support activity a link to DSCP and HQ AFSVA/SVOHT. It is the administrative stronghold of the Troop Support function, even at bases where Prime Vendor has been implemented (although warehoused items are minimized). This system processes every aspect of Troop Support; requisitions, receipts, issues, charge sale information, inventories, transfers, etc. Services commanders/division chiefs should provide highly motivated and well trained individuals to perform the critical function of the PC TROOP operator.

11.1.1. There is an inquiries field allowing users to perform investigative procedures. This field of the PC TROOP automated system provides information on various areas of Troop Support. This field has pertinent information useful to vendors, FSOs, and Troop Support personnel. Operators have the ability to perform inquiries on vendors, vendor items, requisitions due in, charge sale customers and summary of dollar value of customer purchases.

11.2. On Demand Reports. These are reports which can be pulled from the system at any time upon request. This is a superb management tool for the Troop Support supervisor.

11.2.1. Open Item Listing. This listing provides the FSO, Troop Support superintendent, and PC TROOP operator all outstanding MILSTRIP or Off-line Requisition orders. This listing should be maintained and only contain requisitions within 45 days of initial shipment dates.

11.2.2. Print Charge Sales Summary. This option will print current month charge sales summary for all charge sale customers. This shows all current month issues, receipts, charge sale returns, and corrections.

11.3. Document Flow. Before the PC TROOP operator can input information into the system he has to call the Troop Support warehouse personnel. The Troop Support warehouse person provides receipts (DPSC Form 2005-2, **Standard Multiple Requisitioning/Shipping Document**, DD Form 1348 -1A, **Issue/Release Document**, vendor receipts, etc.), transfers, issues, report of discrepancies, etc. Paperwork must be input on a daily basis to prevent costly interest payments. These documents should be delivered daily upon receipt of transaction. It is the responsibility of the individual accepting the delivery of goods to ensure receipt documents are forwarded to Troop Support. All documentation must be maintained under government control from point of delivery to Troop Support and eventually to the PC TROOP operator.

11.3.1. Establish a manual document log to prevent loss of paperwork between the Troop Support warehouse and the PC TROOP operator. Operator should maintain a manual call register with direct vendor delivery companies to ensure receipts for all used call numbers for the current month are received back from the charge sale customer that requested the call number.

11.3.2. Troop Support should publish an operating schedule, approved by the FSO, establishing procedures to transport documentation from Troop Support warehouse to the PC TROOP operator in a timely manner. Ensure charge sale customers understand local purchase receipts are due for turn in the same day as the delivery is made.

11.3.3. Develop internal procedures (PC TROOP audit trail) so one person inputs transactions and another checks for complete accuracy. Request charge sale customers and Troop Support warehouse

personnel audit the output documents. This will provide an additional audit for the transactions keyed in to the system.

11.3.3.1. This audit trail would allow outside sources or follow-on personnel the ability to readily track, identify, locate, and verify transactions processed through the system. Accountability, proficiency, and proper maintenance of files and printouts are the key to success.

11.3.3.2. Filing forms and reports generated in Troop Support is crucial to your operation, especially documentation supporting financial records related to bill paying. These critical records have to be maintained longer than normal daily administrative correspondence. For specific guidance, refer to AFMAN 37-139.

11.4. End-of-Day. Backup database and index files daily before selecting the financial wrap-up option. System will prompt for diskettes as needed. After end-of-day option is complete, the financial diskette is transmitted to HQ AFSVA to be forwarded to DFAS. File the reports IAW AFMAN 37-139. Review HCRTSBJ (End-of-Day Printout) report and check each transaction against source documents and reports.

11.5. End-of-Month. Follow end-of-month sequence of event procedure charts. Ensure all backups are performed when prompted, according to the sequence of event flowchart. End-of-month option will print out a monthly receipts summary report, monthly charge sales summary report, open item listing, and will clear out files to begin the new month. Send end-of-month file backup to HQ AFSVA via network. File reports in a yearly binder, consisting of the reports listed above. Forward a copy of the open item listing to the Troop Support warehouse for review.

11.5.1. There are essential reports maintained and disseminated to higher command levels. These reporting requirements are based on unique areas in your Troop Support operation. Three distinctive reports are accomplished by each troop operation: AF Form 28, AF Form 29, and the AF Form 603, **Troop Support Record of Operations**. The ration reports account for each type of ration in both respective programs. In addition, the ROP gives a sectional financial breakdown of the overall troop program. These reports will be thoroughly explained in following sections.

11.6. File Maintenance. Locations in the 50 states will receive updates to files and prices via network. Other locations receive DSCP prices via network and manually input local purchase prices through PC TROOP system.

Chapter 12

REQUIREMENTS

12.1. Federal Supply Catalog (FSC 8900-SL). DSCP is responsible for supplying federally cataloged subsistence (Federal Supply Group 89) for all military services. DSCP has delegated the responsibility to the Air Force for some specification items. All purchases delegated are considered “purchases by retail supply activities” or local purchases.

12.1.1. FSC 8900-SL contains descriptive data for items required by the military services. It identifies the federal or military specification or purchase description to be used by supply or contracting activities. The FSC 8900-SL may be obtained through bulk distribution at the Publication Distribution Office (PDO), HQ AFMC, Wright Patterson AFB, Ohio 45433.

12.1.2. FSC 8900-SL furnishes identification and management data for items required by the Air Force. It is the official source of identification for all supply and procurement activities and is used as a source for local purchase item descriptions. Authorizations and restrictions on storage and issue items for troop feeding are recorded in FSC 8900-SL. This catalog gives the requisitioner information such as NSN, item description, unit of issue, and type of item (perishable or semi-perishable). The following information is provided in the stock listing:

12.1.2.1. Part I, Alphabetical List - Contains the following descriptive and related management

12.1.2.1.1. Action Code - Denotes additions (A), reinstate (B), changes (C), or delete (D).

12.1.2.1.2. Index Number - Sequence number assigned to each item in relation to its alphabetical position.

12.1.2.1.3. National Stock Number - The first four digits appearing at the top of the page represent the Federal Supply Classification applying to all items. The remaining nine digits of the NSN represent the National Item Identification Number for each individual item.

12.1.2.1.4. Perishability - All items are identified as either SP (Semi-perishable) or P (Perishable).

12.1.2.1.5. Description - Derived from approved Federal Item Identifications and includes specifications and any other referenced numbers, when applicable.

12.1.2.1.6. Unit of Issue - The two position alpha designation indicates the physical measurement, the count of, when neither is applicable, the container, or shape of an item for purposes of requisitioning by, and issue to and is that element of management data to which the unit price is ascribed.

12.1.2.1.7. Usage Management Code.

12.1.2.1.8. Acquisition Advice Code - Part II, Ration Components. Ration components are not to be requisitioned.

12.1.2.2. Part II, Ration Components - Ration components are not to be requisitioned.

12.1.2.3. Part III, Medical B-Rations.

12.1.2.4. Part IV, Federal Hospital Items.

12.1.2.5. Part V, Reserved.

12.1.2.6. Part VI, Case Lot Data. - Data listed here represents package and packing data that is the most compatible and widely acceptable to industry as being representative of their normal commercial pack. The following is the information listed:

12.1.2.7. Action Code.

12.1.2.8. NSN.

12.1.2.9. Index Number.

12.1.2.10. Package Unit.

12.1.2.11. Packing Data.

12.1.2.12. Number of units per case.

12.1.2.13. Number of cases per pallet.

12.1.2.14. Case Gross Weight (lbs).

12.1.2.15. Case Net Weight (Lbs).

12.1.2.16. Case Dimensions (Inches), Length, Width, and Height.

12.2. DSCP Food Supply News Pamphlet. Provides current subsistence supply information, items in long/short supply, new items, deleted items, NSN changes, depot inventory dates, key personnel and phone numbers, requisitioning requirements, and other useful information. Also available on the internet, DSCP Homepage (<http://www.dpssc.dla.mil>).

12.3. Troop Requirements List. Provides requirements list for charge sale customers. Troop Support personnel use this listing to gather requirements from supported activities to prepare the monthly requisition. All activities will submit their requirements, monthly, on the Troop Support generated listings or other suitable documents indicating total requirements. Troop Support personnel consolidate requirements from listings submitted by each organization. Use the consolidation report in conjunction with AF Form 1331, **Subsistence Consumption Record**, to determine accurate requirements. Comparing the two will identify good or bad requirements. When the Troop Support requirements are questionable, the Troop Support supervisor should analyze the monthly consumption rate to determine if quantities are in agreement. These requirements are routed through the Troop Support activity to the PC TROOP operator.

12.4. Food Service Requirements. A program within SIMS is available to produce a monthly requirements listing for each food service activity. Perishable items are indicated by "week" in total units with a grand total. Semi-perishable items are indicated by one grand total in units. The FSO consolidates all requirements onto one listing. Submit IAW requisition schedule. FSO dates and signs the requirements list.

12.5. Hospital and Other Requirements. Normally, hospital and Nonappropriated Fund (NAF) personnel submit a letter with the following information:

12.5.1. Name of the Organization.

12.5.2. Charge Sale Account Number.

12.5.3. Specific Feeding Month or Duration of Order.

12.5.4. Nomenclature & thirteen (13) digit NSN.

12.5.5. Unit of Issue and Monthly Requirement (Quantity in total units).

12.6. Special Patient Feeding Requirements. USAF hospitals schedule for direct delivery or immediate issue to the hospital. Items required and ordered for special feeding will be scheduled for direct delivery or immediate issue to the hospital dining facility and will not be stocked by the Troop Support warehouse.

12.7. WRM Requirements. WRM consists of four types of rations (MREs, RCWs, B-Rations, and Unitized Group Rations (UGRs)). Requirements are submitted from the installation through the MAJCOM to HQ AFSVA/SVOHT. HQ AFSVA budgets for new or increased requirements identified by the MAJCOM/SVX. Upon congressional approval, HQ AFSVA notifies MAJCOM/SVX that funding is available to requisition rations at their installations. Rations will not be requisitioned until approval is received. The Services Commander's/Division Chiefs signature is required on AF Form 287 for the release of WRM. Peacetime MRE requirements are approved by HQ AFSVA/SVOHT.

12.8. Other Special Request Items. Water for survival kits, canned or flexible pouch, is not considered a WRM item. Units will submit requirements in full case increments for the water on an O&M funded AF Form 287 certified by the base comptroller. Troop Support will request a document number from HQ AFSVA/SVOHT and then requisition the water from DSCP. Upon receipt, the water is issued to requesting unit. Troop Support activities are not authorized to maintain or store this water, nor are they authorized to accept this item for turn-in.

12.8.1. Survival packets are not stored by Troop Support. The ordering process is identical to water pouches. Food service may also request survival packets using food service funds. It is recommended that the packets be requisitioned in MILSTRIP format. Survival packets received from DSCP that are less than 48 months old from date of pack are issued for survival kits. If the survival packets are older than 48 months they are inspected by the MPH inspector for condition. Packets in good condition are turned into the Defense Reutilization and Marketing Office (DRMO) and a discrepancy report is submitted to DSCP/HQS(CDCF). Unusable packets are destroyed and a discrepancy report (SF 364, original plus two copies) is submitted to DSPC/HQS(CDCF). Troop Support activities are not authorized to maintain or store these packets, nor are they authorized to accept this item for turn-in.

12.9. Monthly Meeting with Charge Sale Customers. As a minimum, FSO and Troop Support personnel will meet with all charge sale customers monthly. Discuss menu changes, issue schedules, excess subsistence items, and other matters pertaining to subsistence support. Take the following documents to the meeting: Class 9 Report, In-Storage Food Inspection Report, Requirements Listing, Excess Listing, any messages pertaining to DSCP non-availability of subsistence, and Requisition List.

12.9.1. Allow an open forum to discuss anything that may affect the service that you provide to your customers. Inform charge sale customers of dates when the Troop Support warehouse will be closed due to inventory or holidays. Identify excess items, forced substitutions, distressed items, NISS, timely submittal of requirements listings, and vendor's performance (quality of items). The FSO should ensure that a memo for record of each meeting is prepared and disseminated to charge sale customers.

12.10. Excess List. An item is considered excess when the quantity on-hand exceeds the stockage objective. Once excess items are identified, report items exceeding menu requirements to the FSO. Also, send the excess list to all charge sale customers, and provide the list monthly to MAJCOM for distribution to other locations. Try to expedite consumption of these products by menu changes or transfer to another location.

12.11. AF Form 1331, Subsistence Consumption Record. This form is often considered the most important management tool, required for all warehouse stocked items, used in Troop Support. This is a mandatory requirement. Post your inventory quantities, issues, transfers in/out and receipts. After making entries, you will have a daily inventory balance that reflects exactly what is in the Troop Support warehouse. It is used to manage and control inventories and aid in reconciling requirements. We use them to compute the monthly consumption of items, and to determine requirements for all DSPC supplied subsistence and Troop Support warehouse items. They are used to record stock management data and for individual item control. Compare issues against requirements submitted, this will help identify customers over or under drawing specific items. The form should be prepared as follows:

12.11.1. Column 1 - Date. Enter the date the action transpired, not the date of posting.

12.11.2. Column 2 - Voucher, Requisition, or PO No. (Purchase Order Number). Enter the applicable number of the document used to establish an "On Order" quantity. Post receipts or use the voucher number in posting other transactions affecting the account. In posting the requisition number, enter the 4-digit Julian date and 4 digit serial number.

12.11.3. Column 3 - Quantity Due In. Enter the quantity of subsistence supplies ordered.

12.11.4. Column 4 - Quantity Received. Post receipts as of day received. At the time receipts are recorded, draw a narrow straight line through the appropriate entry in the "Quantity Due In" column. If a partial shipment is received, line out the appropriate entry in the "Quantity Due In" column, and enter the balance due-in in the same space.

12.11.5. Column 5 - Issue, Transfers and/or R/S (Reports of Survey). Post charge sale issues, quantities transferred and report of survey disposals in the "Issues, Transfers and/or R/S column. Deduct quantities from the "Balance On Hand" column.

12.11.6. Column 6 - One Month's Consumption. Calculated consumption for one month.

12.11.7. Column 7 - Balance on Hand. Enter the quantity determined as on hand through accountable, book, or end of month inventories in the "Balance On Hand" column of the AF Form 1331 following the last entry on the card. Enter the abbreviation "INV" on the same line in the "Voucher, Requisition, or PO No." column. To avoid confusion, post the inventory in red ink. Enter the difference between the inventory figure and the last balance on hand entry in the "One Month's Consumption" column on the same line as the inventory figure. Post end of month inventory figures to AF Form 1331, within the time frame established by the accountable officer. Post the accountable inventory within 4 work days after the inventory is completed.

12.11.8. Item. Enter the nomenclature and unit size obtained from the FSC 8900-SL, or the Defense Logistics Support Command (DLSC) supply bulletin.

12.11.9. Unit. Enter the correct unit of issue obtained from the above publications, followed by the number of units or average weight per package.

12.11.10. Stock No. or Supply Point. Enter the NSN obtained from the FSC 8900-SL, applicable DLSC supply bulletin number, or source of supply.

12.11.11. File AF Form 1331 for perishable specification items, within each perishability group, and semi-perishable specification items by commodity class in the sequence shown in FSC 8900-SL.

12.11.12. Review the consumption data. The FSO will review each AF Form 1331 monthly for compliance with posting instructions and data reliability. When the form shows unusual changes in quantities, each transaction involving issue, receipt, and inventory will be verified to determine if an error has been made.

12.11.13. Compare AF Form 1331 totals with PC TROOP IAV totals. Resolve differences.

12.11.14. Record Retention. Retain and dispose of AF Form 1331 according to AFMAN 37-139.

Chapter 13

REQUISITIONING

13.1. Military Standard Requisitioning and Issue Procedures (MILSTRIP). The Uniform Material Movement and Issue Priority System (UMMIPS) provides standards for ordering subsistence from supply agencies and ensures each order is accomplished in MILSTRIP format. The MILSTRIP system is used to order, issue, and receive subsistence including fresh fruit and vegetables (FF&V). The use of UMMIPS enables Troop Support activities at the most remote locations to requisition merchandise using standardized procedures that apply to all military services.

13.1.1. DSCP and their supporting DSO's provide guidance, schedules, and instructions on the preparation of requisitions. Follow the requisitioning policies of your local area. This is very important when requisitioning perishable and fresh produce items, since requisitioning these items varies depending on location.

13.1.2. Orders are placed using the PC TROOP system. Finalizing the order is the last step in requisitioning. This is the time the disk is created to transmit the order to HQ AFSVA and then forwarded to DSCP. Most OCONUS (USAFE and PACAF) locations order directly from DSCP via Automatic Digital Network. Once the order is finalized it is too late to change any of the quantities on the order. Changes are made when the order is amended. The option to change the demand code, advice code, priority, project code, and required delivery date (RDD) are available when you finalize the order. These codes are explained and defined in the DLSC Customer Assistance Handbook. Use of improper codes or use of improperly calculated RDDs will cause the order to reject. When the requisition list is completed the Troop Support supervisor should compare it to the suggested order list.

13.2. DSCP Requisitioning Support. DSCP supplies specification items of subsistence to the military services. DSCP provides requisitioning instructions, schedules, and other instructions such as bulletins, directives, handbooks, price lists, and stock lists to all requisitioning activities. CONUS activities and OCONUS activities on direct CONUS support will comply with DPSC HB 4235.1, *Overseas Subsistence Requisitioner's Handbook*, or DPSC HB 4235.2, *CONUS Semi-perishable Subsistence Requisitioner's Handbook*, for instructions on DSCP requisitioning. Obtain other publications that are not automatically provided by DSCP through local channels.

13.2.1. An important arm of DSCP is the DSO. These offices are responsible for supplying perishable subsistence to specific areas. These offices are the perishable supply points that provide FF&V, chilled and frozen items to Troop Support. Troop Support produce must be ordered from the DSO. HQ AFSVA/SVOHT is the only authorized agency that can waive this requirement. Troop requirements are based on customer demands. Generally, no backup stock will be maintained. Troop Support should work very closely with DSO to get the freshest perishable subsistence for their customer.

13.2.2. Troop Support prices are established and held for the entire month. Prices for depot stocked items can be found in the DPSC FSC C8900 PL (price list). This catalog provides the unit and pound prices for practically all items listed in the C8900 SL and is published quarterly. Local purchase prices are from local vendors and must be furnished to the FSO by the 26th of the month. All prices are effective on the 1st of the next month.

13.3. Local Purchase. Items that DSCP can't provide will be purchased through local vendors. HQ AFSVA/SVOHT mails out a PC TROOP price list to CONUS vendors to update monthly prices. Troop

Support personnel will not order any item not included on the authorized listing. Local purchase orders are usually called in prior to delivery and are monitored by call numbers assigned by the PC TROOP operator and receipts of vendor delivery tickets.

13.4. Order Review List. This process is the check and balance of the local Troop Support requisitioning system. When the PC TROOP operator keys in an order they should view it on the screen and print it before finalizing and transmitting. The order should be reviewed and initialed by the Troop Support warehouse personnel and FSO, who will sign the order authorizing the requisition. Following these procedures will eliminate problems associated with orders.

13.5. Open Item List. The Open Item List automatically prints with month-end. This is a document that includes all items that are on order and due-in. The report lists outstanding MILSTRIP requisitions in document number sequence. It includes the NSN, description, unit of issue, quantity due-in, unit price, extended total, project code (if applicable), and RDD. When an order is finalized it appears on the Open Item List and remains there until received. A copy is released to the Troop Support warehouse for review.

13.5.1. Troop Support warehouse personnel inform the PC TROOP operator when items should be deleted. This list is reconciled monthly. Delete items that have an unreasonable delay time (45-60 days CONUS, 90-120 OCONUS). The PC TROOP operator clears items, recommended by Troop Support, which have been canceled, misdirected, or obviously will no longer be received.

13.6. Follow-Up on Requisitions. To have an effective internal management program governing MILSTRIP, follow up inquiries must be accomplished routinely. The primary purpose of following up requisitions is to ensure orders are being delivered in a timely manner. Follow-ups are submitted by the activity or requisitioner designated in the media and status (M&S) code on the requisition to receive supply status. Follow-ups should be submitted assigned priority, type of status requested, and the delivery time frames. Troop Support should initiate follow-up action on the outstanding requisitions as follows:

13.6.1. Priorities 01-08 requisitions may be made if supply status is not received within 72 hours.

13.6.2. Follow-up action may be taken in CONUS if status has not been received after 10 days.

13.6.3. OCONUS Troop Support activities may initiate follow-up action after 10 days.

13.7. Tracer Action. Tracer actions are somewhat different than follow-ups. The initiator of a tracer has positive knowledge that the subsistence requested has been released for shipment by the shipping activity. Before submitting tracer actions, ensure the shipment has been released, normal transit time for the shipping activity to transport items to delivery point has elapsed, and the necessary data to initiate a tracer action has been received. Included in this data are the shipping control number, transportation control number for overseas shipments, consignor and government bill of lading (GBL) for CONUS shipments, date of shipment from consignor, or port of embarkation for aerial port of embarkation terminal identifier code.

13.8. Canceling Requisitions. You are authorized to request cancellation of DSCP requisitions under certain circumstances. The activity submitting the cancellation must be the same as the one designated in the M&S column on the requisition form. Normally, the requisitioner is designated to receive status while cancellations are submitted by this activity. Cancellations must be processed before DSCP pulls and ships material. Cancellation requests after 48 hours must be processed off-line (telephone, FAX).

13.8.1. Submit cancellations directly to the original supply source. The only exception is when a different supply source is designated on the supply status card. In such cases, you submit the cancellation to that supply source. Cancellations are submitted whether you have received a supply status or not. However, do not submit a request to cancel a requisition if you receive shipment status advising you shipment from a depot has already occurred. Submit cancellations using the same method of transmission as you would for an original requisition.

13.9. Returns. If subsistence has been delivered and for whatever reason has to be returned to DSCP or other supply sources, ensure you have authorization to activate this process. The Troop Support supervisor should receive authorization from the supply source point of contact via FAX, phone or letter. If the return has been approved, the returning Troop Support activity may be responsible for transportation costs. If you return subsistence to the supply source without authorization, these sources are not obligated to give you credit for the dollar amount of the original requisition. To avoid problems in this process maintain a memo for record inclusive of pertinent information: POC contacted, date and time, reason for return, etc.

Chapter 14

RECEIVING

14.1. Military Public Health (MPH) Inspections. Receiving is a very critical portion of the Troop Support mission, therefore it is essential that we handle this process with utmost vigilance. Before receiving subsistence (specifically perishable items), it should be inspected by MPH. Troop Support management should establish a working relationship with these inspectors by providing to them a subsistence delivery schedule or creating a policy to ensure each delivery will be covered.

14.1.1. There are three categories of inspections that govern Troop Support: class 4, class 5, and class 9. The class 4 inspection is conducted on items received from local vendors. Class 5 is the inspection of items from DSCP. The MPH office periodically conducts a Class 9 inspection of government owned subsistence held in storage for any significant length of time.

14.1.2. When receiving perishable shipments, do not open the trailer unless a representative from MPH is there to inspect the subsistence. MPH will inspect the contents of the trailer prior to subsistence processing. If inspection personnel are not available, Troop Support personnel will perform an examination for obvious defects (thawed frozen foods, warm chill items, damaged and leaking cases, etc.). If no obvious defects are found, unload subsistence and keep it segregated from established stocked subsistence. Annotate the receiving document with this statement, "Shipment received pending inspection by the MPH inspector."

14.2. Receiving Documents. There are several receiving documents utilized by Troop Support warehouse personnel. The Troop Support warehouse personnel must ensure they annotate accurate information on each document prior to forwarding them to PC TROOP. The PC TROOP operator will input the information from the documents into their system, affecting all aspects of accountability.

14.2.1. DD Form 1348-1A, DPSC Form 2005-2, and Seavan CONSIST (OCONUS only) documents are the primary receiving documents used for Troop Support. Use vendor invoices to receive local purchase items.

14.2.1.1. Semi-perishable items are normally received with DD Form 1348-1A. Accomplish the following when using this form as a receipt document:

14.2.1.1.1. Block 18 - Write in the unit of issue. Ensure this corresponds with columns 23-24. Column numbers are located at top of form.

14.2.1.1.2. Block 19 - Indicate total cases received in good condition.

14.2.1.1.3. Block 20 - Write in the total units received in good condition.

14.2.1.1.4. Block 22 - Have In-Checker/Receiver sign.

14.2.1.1.5. Block 23 - Indicate date received.

14.2.1.1.6. Block 27 - Use to fully explain discrepancies.

14.2.1.2. Perishable subsistence is received on DPSC Form 2005-2. This document list multiple items. Troop Support warehouse personnel should verify quantities listed on DPSC Form 2005-2 against quantities actually received. When the quantity received is different from that indicated on the quantity shipped, write the correct quantity in the "Received if Different Quantity" block. When discrepancies exist circle the incorrect quantity and both Troop Support representative and

delivery person must initial. This will make the inconsistency obvious when the document is processed.

14.2.1.3. Seavan CONSIST (shipping list) is used primarily for OCONUS shipments. It is a detailed shipping list of the contents of a seavan. Check the quantity, if different, circle the amount shipped, and write in the correct amount next to it if different. Ensure all pages are numbered (i.e., page 1 of 3, page 2 of 3, etc.) prior to forwarding to the PC TROOP operator. Sign and date the CONSIST.

14.2.1.4. The vendor receipts are unique because one company's invoice will not duplicate any others. The constant characteristic related to a vendor receipt is the information that should be on each delivery receipt. Always check the Department of Defense Activity Address Code (DODAAC), contract number, and call number first. This will ensure the correct order is received. Compare quantities on the invoice with quantities received and make corrections to indicate amount actually received. Sign invoice and have driver initial any corrections. Date stamp local purchase items to show the receipt date. Use the 4-digit Julian date on the label to show date received. For example, show 2 Jan 97 as 7002. Send the original receipt documents to the PC TROOP operator. The second copy should be maintained at the Troop Support office for items stored in the Troop Support warehouse and posted to AF Form 1331. Report discrepancies of \$25.00 or more on a handwritten copy of SF 364, and forward to the PC TROOP operator to be processed. DLSC accepts all customer report of discrepancies of \$25.00 or more. Contact the transportation office for any discrepancies caused by carrier.

14.3. Transfers. Troop Support personnel use the AF Form 129 to receive subsistence items when a receiving document is not available. AF Form 129 is used to transfer rations between WRM and the Troop Support accounts. It is also used to transfer within the Troop Support account. MPH inspections are required before transfer of subsistence. Documentation must be included with shipment. Transfers to other military services are accomplished using DD Form 1149, and are considered a charge sale transaction.

14.4. Direct Vendor Delivery (DVD). DVD of local purchase items is highly encouraged. There is no restriction on the type of items or customers for DVDs; however, DVD delivery points must be listed in the DSCP contract, BPA, or DO. Call numbers are issued by the PC TROOP operator prior to the shipment being delivered. It is the responsibility of the customer to provide a signed invoice or receipt to the PC TROOP operator after each delivery.

Chapter 15

CHARGE SALES AND ISSUES

15.1. Establish a Charge Sale Account. Troop Support can only issue subsistence to authorized organizations and activities on a charge sale basis. These organizations include base restaurants, service clubs, officer and enlisted clubs, food service operations, Defense Commissary Agency (DeCA) and other activities that would have Troop Support privileges. Charge sales are not allowed by base concessionaires.

15.1.1. Each organization or activity desiring to establish a charge sale account must request a Charge Sale Account Request letter from the food service office. This letter requires requesting units to include personnel authorized to sign for subsistence, unit's billing information (appropriation, fund cite, address, etc.), and approving official signature. This information is submitted to the FSO or superintendent through the PC TROOP operator for their review and approval. After approval, it is forwarded to DFAS and assigned a customer code and Project Funds Management Record (PFMR) according to unit's account classification and location. The requesting organization's commander or appointed representative is responsible for keeping all authorization letters current. Each charge sale activity must renew the request for subsistence support prior to 1 Oct each year.

15.2. Charge Sale Accounts Management. The Troop Support supervisor is responsible for the development of operating instructions pertaining to charge sale customers and dissemination to applicable organizations. These instructions should be as detailed as possible and include how to submit the AF Form 287, pick-up schedules, location of storage points, use of NIS terms, and procedures for obtaining voucher numbers. These written procedures are designed to facilitate the process for both the customer and the Troop Support activity.

15.2.1. AF Form 287. Charge sale customers must prepare and submit requests for subsistence on AF Form 287 or an automated facsimile. Each drawing activity submits separate AF Forms 287 for perishable and semi-perishable subsistence. Each form is reviewed by the PC TROOP operator and assigned a voucher number prior to it being sent to Troop Support warehouse for issue of stock. The PC TROOP operator verifies the signature on the form from the organization's approved letter of authorization. Once verified, they assign a voucher number to each subsistence request received from a charge sale customer. The voucher number is entered in block 13 of the AF Form 287 and initialed by the PC TROOP operator to indicate the form has been reviewed and approved. AF Forms 287 not meeting the above requirements are invalid and will not be processed by the Troop Support warehouse. Requests for subsistence must be received at the PC TROOP office at least 48 hours before supplies are needed.

15.2.2. In addition, a separate AF Form 287 is prepared for each dining facility or bulk issue request. The FSO or a designated representative submits a consolidated subsistence request for bulk issues. The Troop Support supervisor coordinates with the FSO and establishes a schedule for request submittal and subsistence issues. Schedules are based on the dates of consumption as determined by food service personnel.

15.2.3. Troop Support and customers must establish a mutual agreement for scheduling request submittals and making issues. The recommended cycle for issues is 2-2-3 cycle (three issues per week), or as local conditions dictate. This issue cycle usually falls in the order of Monday, Wednesday and Friday. The items issued on Monday are consumed on Tuesday and Wednesday, items issued on Wednesday are consumed on Thursday and Friday, and items issued on Friday are consumed Satur-

day, Sunday and Monday. Customers must pick up their order at the established scheduled time. Troop Support does not deliver subsistence.

15.2.4. Items issued on the AF Form 287 are usually issued by standard case packs. In the case of nonstandard packs, the person issuing the subsistence annotates the actual weight issued in column E of AF Form 287 in ink. Items of nonstandard weights may be received from the shipper in several different weight standards. Because most nonstandard weight items troop receives are in fractions or ounces up to a pound, it is important to know how to convert them into a standard format for entry onto AF Form 287. For example, an item received with a fraction such as 52 3/4 pounds is listed as 52.75. On the other hand, an item weighing 52 pounds and 5 ounces is listed in the quantity column as 52.31. The .31 is obtained by dividing the 5 ounces by 16 ounces or by checking the conversion chart. Refer to the chart in AFI 34-239.

15.2.5. Troop Support personnel must ensure NSNs in column B of AF Form 287 agree with the NSN on the items being issued. If the NSN is incorrect, warehouse personnel will line out the incorrect number and write in the correct one. All substitutions and adjustments in quantities must be approved by the unit's charge sale representative. Also, if an item in a different size container is issued, write in the size of containers substituted in column B above the item and the new quantity in column D. Line through the original NSN and quantities requested and write in the new NSN. Both you and the customer must initial each change and correction on the form.

15.2.6. Once all items are pulled and issued, and corrections annotated, write "Last Item" in the open line immediately following the last item listed. Then sign all copies in block 8 and write the issue point in block 9. Before releasing the subsistence, the charge sales representative will sign and print their name and rank next to their signature in block 10 to certify receipt of issue. If necessary, verify the representative's identity by checking their ID card. When the AF Form 287 is completed, give the customer one copy, send the original and one copy to the PC TROOP operator, and retain a copy for Troop Support files for posting of AF Form 1331.

15.2.7. If you are unable to provide a requested item to a customer because of an out-of-stock condition, the individual in the warehouse making the issue must offer a suitable substitute. It has to be a like item, available in other Troop Support stocks. See sections 4.7.3.1 and 4.7.3.2 for an explanation of each code.

15.2.8. Troop Support personnel will maintain a log book recording the date of issue, number of items requested, number of items NIS, and number of items substituted. The allowable NIS percentage rates worldwide are 1 percent in the CONUS and 2 percent OCONUS. If the allowable percentage rate is exceeded, the FSO will be notified for review and action taken to correct the authorized percentage.

15.3. Salvage. Troop Support stock may be damaged during day to day operation causing it to be salvaged. If stocks are damaged, immediately segregate from the existing warehoused inventory. Salvaged stocks should be maintained in a designated covered container to avoid contaminating other stocks. Troop Support personnel should contact MPH to inspect damaged items. Ensure you complete AF Form 129 recording all salvaged items and forward to the PC TROOP operator to adjust the inventory. Ensure Troop Support representative and the MPH inspector sign AF Form 129.

15.4. Military Public Health (MPH) Samples. The MPH office evaluates Troop Support stocks in storage facilities. Troop Support personnel can request an inspection of warehoused stock or MPH can ran-

domly conduct a Class 9 inspection. After the inspection, MPH completes and forwards DD Form 1222, **Request for and Result of Test**, to Troop Support. A copy of this form along with a completed AF Form 129 will be sent to the PC TROOP operator to adjust the inventory.

15.5. Food Service Meetings. The Troop Support supervisor will meet with the FSO at least once a month. Attendees should discuss menu changes, issue schedules, excess subsistence items and other matters pertaining to the support of food service operations.

15.5.1. The Troop Support supervisor will take the following documents to the meeting:

15.5.1.1. In-Storage Food Inspection (Class 9) Reports. These are MPH reports of the Troop Support facility, both perishable and semi-perishable.

15.5.1.2. Requirements List. This is the vendor listing of all items in the PC TROOP database. This allows customers the opportunity to return listings to you indicating required items and quantities.

15.5.1.3. Excess Listing. This is a list of items in excess in Troop Support warehouse.

15.5.1.4. Any messages pertaining to DSCP nonavailability of subsistence. These provide current information concerning problem items, long supply items, inventory schedules for depots and supply points, items stocked in storage locations, and other helpful guidance concerning item availability and points of contact for assistance.

15.5.1.5. Requisition List. This document is used as a worksheet to write your order. Continue to use your consumption data to assist in determining requirements to order.

15.5.2. Use of Excess Items. Special issues are often referred to as excess stock procedures. Your primary focus is to control and minimize excess stock losses. Excess subsistence is a stock item(s) that is considered excess when the quantity on hand and due in amount will exceed established stock level amounts (needed to sustain the operation) by more than one month. When this happens, the Troop Support supervisor must identify every excess item in the perishable and semi-perishable warehouse and take corrective actions. Troop Support personnel should utilize available avenues to advertise excess items and methods to alleviate potential problems. Advise Troop Support customers of fill rate problems and temporary non-availability of menu items from DSCP. The customer and Troop Support must agree on substituted items before selection. Close coordination must be maintained with all Troop Support customers to resolve problems as they occur. The Troop Support supervisor will take the following actions:

15.5.2.1. Establish, with the FSO, a substitute policy for Troop Support items that are in excess or long supply.

15.5.2.2. Make sure food service menu adjustments and quantities required are recorded. The adjusted menu is signed by the food service representative and provided to all supported units.

15.5.2.3. Provide a copy of the adjusted food service menu to the individual responsible for requisitioning subsistence. This will preclude items that are in long supply from being ordered.

15.5.3. The Troop Support supervisor will provide a written list of excesses or aged troop subsistence items to the FSO during food service meetings and request assistance in expediting consumption of these products through menu changes. Troop Support should also send out letters of excess items to other organization to help expedite the use of these products.

15.5.4. An item approaching the end of its recommended storage shelf life may also be issued as a substitution to prevent financial loss to the Air Force. Substitution must be for an item within the same food group on the approved menu. The FSO will agree to accept and determine the consumption date and quantity which may be consumed IAW AFI 34-239. Issue the substitution items on AF Form 287. Be sure to include a statement to the effect that the forced substitution was necessary in order to prevent loss through spoilage. This statement is signed by MPH inspectors and the Troop Support supervisor.

15.5.5. Forced Issues. Issue subsistence items in amounts exceeding normal menu allowance to avoid a loss through spoilage. All forced issues are based on a medical food inspection report. Factors are based on losing money and the age of the product. Generally, this action is restricted to highly perishable items which cannot be reasonably substituted for other menu items and must be used immediately. The fact that the particular item does not appear on the menu for the meal intended does not preclude this type of issue. Semi-perishable items are not normally forced issued. Food service must accept forced issue items of Troop Support stocks IAW AFI 34-239. However, no forced issue of an item will exceed the quantity which can be reasonably consumed at the dining facility within 96 hours. The key factor to remember is, the items must be fit for human consumption in order for them to be considered for force issue. Items deemed unfit for human consumption will be disposed of through proper channels.

15.5.6. Free Issue. From time to time Troop Support receives items from DSCP and USDA free of charge. All receipts and issues of these items will be documented on AF Form 129. This type of merchandise will not be brought into Troop Support stock fund accountability. These items are not charged to the Troop Support account. Merchandise will be issued to only those activities, as prescribed by the agency providing the free issue merchandise. If recipient of the merchandise is identified by the provider, the installation commander will determine issuing procedures.

15.5.7. Special Patient Feeding Issues. This is a list of items (e.g., diet kits for patients on special feeding programs in the hospital) and estimated quantities furnished to Troop Support by the hospital in sufficient time to permit normal purchase. Items are listed on a separate AF Form 287 used to initiate local purchase action. The request can't be canceled after purchase has been initiated. Once these items come in, they will not be stocked in the Troop Support warehouse nor will they be returned. The total quantity is issued to the hospital upon receipt at the warehouse.

15.5.8. Life Support Issues. Flexible pouch or canned water is not considered a War Reserve Materiel (WRM) item. Units will submit requirements in full cases for canned or flexible pouched water on an O&M funded AF Form 287 certified by the base comptroller. Troop Support will requisition the water from DSCP. It is recommended the requisition be placed in MILSTRIP format. Immediately upon receipt, water will be issued to the requesting unit. Troop Support is not authorized to maintain or store this water, nor are they authorized to accept this item for turn-in.

15.5.9. Survival food packets will not be stored by Troop Support. Units will submit requirements in full cases on an O&M funded AF Form 287 certified by the base comptroller. Food service may also request survival food packets using food service funds. Troop Support will requisition the packets from DSCP. It is recommended the requisition be placed in MILSTRIP format. Survival food packets received from DSCP that are less than 48 months old from the date of pack will be issued for survival kits. If survival packets are more than 48 months, they will be inspected by MPH for condition. Packets in good condition will be turned in to DRMO and a ROD, (SF 364, original plus two copies) will

be submitted to DSCP/HSQ(CDCFP). Troop Support warehouses are not authorized to maintain or store these packets, nor are they authorized to accept this item for turn-in.

15.6. Prime Vendor Bases. Installations that are preparing to have the new subsistence program, Prime Vendor, implemented have to totally restructure the charge sale format. This program enables the customer to order subsistence and have it delivered directly to its facility's receiving point. Prime vendor is designed to eliminate costly warehouse space and reduce Troop Support manpower assets. The implementation process will require your Troop Support operation to work closely with the food service staff. There are several steps you will be required to perform to make the transition successful. You must consolidate a list of all charge sale customers and forward it to your FSO. This will enable your FSO to ensure customers, including Air National Guard (ANG) and Reserve units, receive a DODAAC. The DODAAC serves as the "ship to", "bill to", medium allowing direct support through your Prime Vendor (PV). If a customer is does not have a DODAAC contact HQ AFSVA/SVOHT at DSN 487-2623, to establish one.

Chapter 16

INVENTORY

16.1. Inventories. Inventories are the actual check and balance of Troop Support activities, it tells you how well or poorly you are doing. We also conduct inventories to gauge subsistence reorder intervals and monitor or control stock levels. An inventory is the physical count of merchandise on-hand to determine the monetary value of stock fund assets, facilitate recording, prepare an IAV, or determine the financial status of a department or section. There are two types inventories associated with Troop Support: physical and book. Physical inventories are either formal (accountable) or month-end. The authorized variance for all inventories is .4 of 1 percent of sales. Investigate and take corrective action once excessive gains and losses are identified. The Services Commander/Division Chief must sign all ROP reports that exceed the authorized variance.

16.2. Formal Inventory. Conduct formal (also referred to as accountable) physical inventories to measure the fiscal performance of Troop Support over an extended period of time, normally every year as of 30 Sep. These inventories may be conducted any time. HQ AFSVA will determine formal physical inventory schedules for Troop Support. The physical inventory determines the dollar value of the subsistence physically on-hand, and establishes the accountability of the Troop Support activity. With the value of the 30 Sep formal physical inventory, the PC TROOP operator adjusts the book inventory. The most common method of taking a formal inventory is for two separate inventory teams to conduct counts and reconcile between the two. When a count of an item is different, have the two teams jointly conduct a re-count of the item and post the correct count to the inventory sheet. Update PC TROOP to reflect the physical count.

16.2.1. The HQ AFSVA/SVOHT requests formal physical inventories be conducted at the end of the fiscal year (i.e. 30 Sep). Submit Inventory Worksheets (signed) used by inventory teams and the original Troop Support Dollar Value Inventory Certificate signed by inventory representatives, FSO and Services Commander as directed in paragraph **16.2.2.10.** Documentation will be express mailed to HQ AFSVA/SVOHT to avoid delays and to accommodate any adjustments that have to be made, prior to the cut-off date established by DFAS.

16.2.2. The following are standard formal physical inventory procedures. In certain instances additional procedures will be provided by HQ AFSVA/SVOHT:

16.2.2.1. The overall inventory team chief will be appointed by the Services Commander or Division Chief. He/she will appoint two team leaders to participate in the inventory and perform separate actual physical counts.

16.2.2.2. Each team must use their copy of the PC TROOP Inventory Worksheet by vendor sequence to record the line item counts for Troop Support and WRM items.

16.2.2.3. Two separate physical line item counts will be accomplished. One by each team.

16.2.2.4. Record the number of cases over the case pack plus loose units, then extend to total number of units. (Example: 6/24 plus 3 units = 147)

16.2.2.5. Add all items which have on hand balances, but not listed on the inventory worksheet. Both teams should add or list items in the same location on the worksheet or an attached form.

Both teams should price and extend the items on their inventory worksheets using prices in effect as of 30 September.

16.2.2.6. Inventory damaged merchandise on hand awaiting disposal (if applicable) by NSN. If possible, any damaged items should be disposed of prior to the inventory.

16.2.2.7. Inventory WRM and Troop MREs by lot number and date of pack. Be sure to include WRM rations issued on hand receipts and stored by self-sustaining units. After inventory is concluded, fill out AF Forms 28 and 29. Send the originals to HQ AFSVA/SVOHT and a copy to the MAJCOM. The MAJCOM will consolidate and submit the computer generated AF Forms 28 and 29 reports to HQ AFSVA/SVOHT NLT the 20th of the month.

16.2.2.8. The inventory team chief will reconcile all differences by having a member of each team reconcile differences between the two counts. Incorrect entries of either teams' count will be changed to reflect the reconciled count. Record all entries in ink, and line through any changes with a single mark. Both team members will initial all copies.

16.2.2.9. All merchandise received and on hand prior to 30 Sept will be included in the inventory and must be physically counted as described above.

16.2.2.10. Complete the inventory certificate and attach all supporting documentation (inventory worksheets and extended totals, etc.). Fax (what about the number) copy of the signed inventory certificate to arrive at HQ AFSVA/SVOHT NLT 3 Oct. Then, mail the original completed inventory and certificate with all supporting documentation to HQ AFSVA/SVOHT and a copy to the MAJCOM.

16.2.2.11. The inventory team chief and each team leader will ensure the amount entered on the inventory certificate is an accurate dollar value of the inventory worksheets for Troop Support and WRM.

16.2.2.12. A copy of all extended and totaled inventory worksheets and the inventory certificate will be maintained by the PC TROOP operator. In addition, the Troop Support warehouse will maintain a copy of the inventory worksheets and inventory certificate. The reconciled quantities must be entered into PC TROOP using inventory option 5, on-hand balance fix.

16.2.2.13. The reconciled inventory amount shown on the inventory certificate will be the amount used to adjust the book inventory on the trial balance. Post the amount shown on the inventory certificate as the physical inventory to blocks 29 and 30 on the 30 Sep ROP.

16.3. Month-End Inventory. Complete this inventory on the last operating day of the month to determine the quantity of subsistence on hand. The PC TROOP inventory worksheet is used to record the line item counts for items. A line item count is basically counting every item in your warehouse.

16.3.1. When monthly inventories are performed, Troop Support issues will not be made. Inform your customers in advance of this closure. The most important thing in conducting inventories is how well you prepare for them. Proper preparation of the Troop Support warehouse can save time and eliminate many errors. It is the responsibility of the Troop Support supervisor to make sure complete instructions are furnished to all personnel participating in the inventory.

16.3.2. If a shipment must be received during the inventory period, accomplish in one of two ways: receive the shipment and record it into the inventory, or date the receipt document for the first of the following month. If the receipt is dated for the next month, do not include the shipment in the current

inventory. Separate and safeguard the receipt documents to make sure they are not processed in the current month's business. Stamp or annotate the document "After Inventory." This will help to make sure the data is entered into the proper accounting period. When performing month-end inventories use the following procedures:

16.3.2.1. Record inventories on computer generated Inventory Worksheets (PC TROOP).

16.3.2.2. Record the number of cases or units on hand. If there is no product on hand, enter zero.

16.3.2.3. Compare the nomenclature, unit of issue, case pack, and the NSN on the inventory listing with the information on the product container. Circle any differences and write in the correct information as shown on the product container.

16.3.2.4. When the unit of issue is pounds for variable weight items, the case pack should be 1 and the count will be the total pounds from all cases on hand. Round to the nearest pound. For standard weight items with a unit of issue of pounds, enter the total pounds (units) determined by multiplying the case pack (in pounds) by the number of cases on hand.

16.3.2.5. When the unit of issue is EA, CN, BX, JR, etc., enter the total number of cases on hand in the count column. Broken cases can be counted by entering the number of full cases plus the number of units from partial cases; 3 cases plus 2 cans.

16.3.2.6. The inventory figures must be converted to units before entry into PC TROOP. The warehouse person must extend the number of cases out to total units.

16.3.2.7. Enter the date of inventory and sign the listing.

16.3.2.8. Send the original copy of the inventory to your PC TROOP operator and retain a copy for Troop Support files.

16.4. Book Inventory. A book inventory is the dollar value of subsistence on hand at any given time as determined from accounting records kept in connection with day-to-day business. The book inventory on the trial balance is reported to DFAS-DE. Notice that this is not a physical inventory, but rather one which your PC TROOP operator affects by the transactions processed through PC TROOP. The PC TROOP operator computes the book inventory on the ROP, and tracks the Troop Support perpetual on-hand balance. A correct inventory balance is important because it impacts the inventory adjustments that take place at the end of the month. Adjust the book inventory only after formal or change-of-accountability inventories.

16.5. Inventory Losses. All Troop Support losses are reported to the PC TROOP operator regardless of value. Dispose of all condemned subsistence as soon as possible after MPH inspection. For normal operating losses of less than \$250 per line item per month or \$250 per occurrence, document on AF Form 129. MPH certifies items as unfit for human consumption on this form. Abnormal losses exceeding \$250 per line item per month or \$250 per occurrence, must be reported on a Report of Survey. Forward a copy of the final Report of Survey results to HQ AFSVA/SVFRS.

16.5.1. Add the value of damaged subsistence on-hand awaiting disposal. Record this as a single line item by dollar value on the inventory worksheet. Inventory team leaders will reconcile all differences between the two counts. Incorrect entries of either team's count will be changed to reflect the reconciled count. Record all entries in ink, line through any changes with a single mark and both team leaders will initial. Maintain a copy of inventory in Troop Support files with other financial documents.

16.5.2. MPH records food inspection samples of subsistence, without reimbursement, on DD Form 1222. DD Form 1222 is a source document and is entered into PC TROOP. A copy of the document is filed in Troop Support.

16.6. Reducing Inventories (Prime Vendor). Troop Support operations play a critical role in the conversion of your unit from the current system of ordering subsistence to the new Prime Vendor. Bases operating on Prime Vendor will continue to store and manage operational rations (MREs, RCWs and B-rations).

16.6.1. The implementation process will require your Troop Support operation to work closely with the food service staff. There are several steps you must perform to make the transition successful. Once implementation of Prime Vendor is imminent you will curtail requisitioning from DSCP, with the exception of minor orders to maintain mission sustainability. Express mail a printout of your Open Item Listing and a current Inventory Worksheet to HQ AFSVA/SVOHT. This action will give representatives from HQ AFSVA an idea of your current financial status before Prime Vendor implementation. Calculating this total dollar value of your existing troop inventory determines the urgency of your involvement in depleting stocks. Send your FSO a copy of your Inventory Worksheet. This will provide a guide for the FSO to take the necessary steps (change menus) to ensure existing stocks are completely depleted.

16.6.2. A representative from HQ AFSVA will contact your Troop Support operation prior to the arrival of the implementation team to verify the inventory levels at that time. The stock levels should have decreased considerably if you've taken the required steps. Inventory levels should be as close to zero as possible. Contact representatives from DSCP to cancel past due orders. If DSCP can accommodate your request, the PC TROOP operator can BQ the order and delete it from the system. Keep in mind, once items are ordered from DSCP it is difficult to cancel. Thoroughly review orders in the months prior to implementation. Contact and work closely with representatives from DSCP when trying to cancel orders.

16.6.3. The ultimate goal is to eliminate all BPAs currently used by your facilities. Send the FSO a list of all BPAs except for dairy and bread items. The local BPA items will be identified to the vendor to source during the cataloging phase of implementation. For items the vendor has problems sourcing, contact the DSCP account manager and solicit their help sourcing the items needed. If these efforts prove unsuccessful, you may have justification to request a waiver from this policy.

16.6.4. Waivers may be requested from HQ AFSVA/SVO to maintain BPAs. Your request for an exception to policy must contain information on the current source (vendor number and name), a specific list of items the base can't obtain from the PV and written documentation from your DSCP account manager stating the items can't be sourced through the current PV contract. All waiver requests must be signed by the Services Commander or Division Chief. Waivers for local price conditions will not be authorized. Without a waiver, your current BPA's will be canceled.

16.6.5. During the actual implementation, installations are required to provide an updated Inventory Worksheet to the implementation team. Please annotate all your on-hand quantities on the worksheet. This detailed inventory worksheet will assist the storeroom personnel as they assign an identifier ("T" code) on items still available in the Troop Support inventory. This process will prohibit ordering these items from the vendor while they are available in the troop warehouse.

16.6.6. Troop Support must inform food service storeroom personnel when items are depleted. Please confer with the FSO if Troop Support items are not being depleted in a timely matter. Once items are depleted, storeroom personnel will replace the "T" code with a "V" code in the FBIF which allow these items to be purchased through the vendor.

16.6.7. Troop Support operations will remain active, although minimized, after implementation. After all stocks have been depleted, you are still required to order dairy, bread and operational rations (MREs, RCWs, B-Rations) through Troop Support until new software, Subsistence Total Ordering and Receipt Electronic System (STORES), has been implemented.

Chapter 17

PRICING

17.1. Federal Supply Catalog-Price List. The selling (standard) price for all items stocked in the perishable and semi-perishable warehouse in support of appropriated fund dining facilities and authorized organizations and activities, will be established on a monthly basis. FSC 8900 PL is used in establishing selling prices for those items obtained from DSCP sources. The FSC 8900 PL is published quarterly by DSCP. Items listed in the FSC 8900 PL, but not priced, are established by vendor price quotes and OCONUS exchange rates (if applicable). In Europe, produce prices are based on the last receipt closest to the 25th of the month.

17.2. Troop Price List (TLIST). Prices are established on the first day of the month and continue throughout the month. The TLIST is normally generated NLT the 25th of the month. A copy is provided to each charge sale customer by the 26th of the month with an effective date on the first of the following month. All price changes must be entered by HQ AFSVA prior to running the TLIST. Price changes must be reviewed to ensure they are current. Maintain copies of monthly TLIST IAW AFMAN 37-139, *Records Disposition Schedule*.

17.3. Contract Specification Items. IQC are DSCP contracts for direct delivery of milk and bakery products to charge sale customers. These prices are established by DSCP and are in effect for a specified period, normally one year, except egg prices which normally change weekly. Other contracts (such as local purchase) are established by purchase agreements and delivery orders as mentioned earlier.

17.4. Inventory Adjustment Voucher (IAV). PC TROOP produces an automated inventory adjustment voucher for price changes of DSCP and local purchase items. The IAV program computes the difference between the current's month and the last month's sell price and multiplies the difference by the number of units on hand. After the IAV is finalized, PC TROOP generates a price change transaction (which processes to DFAS) to revalue the inventory at the new prices. All prices are received via network at CONUS locations. In OCONUS locations, local purchase prices have to be manually keyed into PC TROOP.

Chapter 18

WAR RESERVE MATERIEL (WRM)

18.1. General. This chapter expands on responsibilities and policies to the FSO and superintendent for implementing procedures for the authorization, acquisition, storage, use, and replacement of WRM operational rations. It directs the FSO/superintendent to comply with applicable requirements levied by DoD and Air Force regulations and base supplements relating to WRM subsistence requirements at the operational level.

18.2. WRM Subsistence Authorizations. The following references are used for the WRM program within Air Force Services:

18.2.1. AFI 34-239 outlines WRM and reporting requirements for subsistence planning.

18.2.2. AFI 25-101, *War Reserve Materiel, WRM, Program Guidance and Procedures*, details requirements for WRM, including WRM rations, which are determined by and reported to HQ AFSVA/SVO by the MAJCOMs.

18.2.3. The War Consumable Distribution Objective (WCDO) document specifies MAJCOM requirements for war consumable rations for aircrews and missile crews. This document is computed and published by each MAJCOM.

18.2.4. MAJCOM supplements to AFI 25-101 are used in conjunction with other WRM directives such as MAJCOM Operational Plans (OPLAN), MAJCOM WRM storage plans, and other documentation levied at the wing and base level.

18.2.5. Wing and base level supplements to AFI 25-101 outline plans for WRM requirements, including WRM operational rations, to be stocked in support of wartime contingencies.

18.3. WRM Requirements. The WCDO specifies the types and quantities of operational rations to maintain as WRM at each installation.

18.3.1. The Air Force WRM operational rations consist of MRE, RCW, B-Rations, and UGR.

18.3.2. New or increased requirements will be requisitioned only upon notification from HQ AFSVA/SVO that WRM funds are available. Funds are specifically approved by Congress to cover these requirements.

18.3.3. Operational rations must be requisitioned annually during November to replenish shortages and to replace older stocks to maintain serviceable rations that are being maintained as WRM stocks at base level.

18.3.4. The manufacturer will date stamp each case of operational rations reflecting an appropriate date of pack and lot number.

18.3.5. The manufacturer will date stamp the suggested inspection test date (ITD) on each case of operational rations. Periodic inspections and evaluations by the local MPH inspector will determine the proper ITDs.

18.3.6. Under normal conditions, MREs have an estimated shelf life of 48 months unrefrigerated. Under refrigerated conditions (35F-50F) the shelf life may be extended to a maximum of 8 years. The latter is the ideal storage condition to prolong shelflife.

18.4. Responsibilities. The FSO/superintendent is responsible for:

18.4.1. Participating in planning and programming by personally visiting the base plans office at least annually with the services commander to jointly review the type and quantity of WRM rations to be stocked per WCDO and OPLANS. The FSO/superintendent must have a security clearance prior to being permitted to view these documents.

18.4.2. Maintaining accountability for WRM assets by:

18.4.2.1. Maintaining a copy of the MAJCOM funded WRM ration requirements letter specifying the quantities of WRM operational rations that are funded by HQ AFSVA/SVO.

18.4.2.2. Ensuring that the approved WRM funded level is not exceeded at anytime.

18.4.2.3. Maintaining accurate records of WRM operational rations. An AF Form 1331 should be maintained for each date of pack and lot number.

18.4.2.4. Approving the accuracy of the quarterly AF Form 28 by reviewing and signing the form. The completed form will be checked and countersigned by the base WRM monitor prior to forwarding to higher headquarters.

18.4.3. Ensuring proper storage, adequate security, and replacement of WRM assets by:

18.4.3.1. Storing under refrigeration if at all possible.

18.4.3.2. Making sure rations on-hand receipts stored by self sustaining units are replaced as a minimum every two years with newer date of pack rations.

18.4.3.3. Following prescribed procedures for issues, transfers, and other dispositions of WRM subsistence.

18.4.3.4. Using storage facilities which provide adequate security and proper storage conditions for WRM subsistence.

18.4.4. Ensuring that WRM subsistence assets are inspected by MPH by:

18.4.4.1. Identifying to the MPH office the date of pack, lot number, and ITD of all rations on-hand in the warehouse and new acquisitions upon receipt.

18.4.4.2. Ensuring MPH is notified when follow-up inspections are due, based on inspection documents provided by inspectors from each inspection performed.

18.5. Replacement of Operational Rations. DSCP limits Troop Support activities to placing only one requisition per year for DVD of MREs and RCWs. Since the normal life span of MREs is four years unrefrigerated, and eight years refrigerated, the annual replacement rate should be one third (1/3) or one seventh (1/7) of the funded WRM MRE level.

18.5.1. Program one third (1/3) of the funded WRM MRE level annually as a replacement quantity. This quantity may be based on:

18.5.1.1. Quantity of MREs consumed during exercises, alerts, operational readiness inspections, etc.

18.5.1.2. MRE shelf life date.

18.5.1.3. Any history of unprogrammed MRE consumption.

18.5.1.4. Storage under refrigeration. The annual replacement rate should be 1/7 in lieu of 1/3.

18.5.1.5. Any shortages in the WRM account below current funded levels. This is usually caused by release of WRM stocks by the Services Commander for exercises, etc.

18.5.2. Depending upon storage space and planned MRE consumption, Troop Support may request a single RDD or multiple RDDs from DSCP. However, since production of new date of pack rations usually stops at the end of August, the latest RDD cannot be after the last day of August in any year. All requisitions for WRM replacements will bear project code 121 and advice code 2G.

18.5.3. DVD MREs will be placed in WRM stocks upon receipt. The same quantity of the oldest date of pack WRM stocks will be transferred to Troop Support. Those operational rations stored with Troop Support items are separate and apart from WRM stocks, and will be stored separately. Report these Troop Support operational rations monthly on AF Form 29. The disposition of these rations remains the same, that is, issued for exercises, sold through the DeCA Resale Store, Services Recreational Supply or turned in to DRMO. They should be monitored closely to ensure they do not exceed their shelf life. All sales and turn-ins must be approved by HQ AFSVA/SVOHT prior to the sale or turn-in.

18.5.4. Ideally, Troop Support should always have their funded level of WRM MREs on-hand. However, should there be a one time requirement, or if the yearly consumption exceeds the on-hand replacement quantity, DSCP will meet those needs from depot stocks.

18.5.4.1. Depot stocked MREs are older dates of pack and were previously held in refrigerated storage. They will normally expire within 12 months after removal from cold storage. Inform requesting activities of this information before ordering depot stocked MREs, as they should not be stored for long periods.

18.5.4.2. Units or organizations requiring rations for exercises, etc., should provide their requirements to the FSO allowing sufficient lead-time for requisitioning depot stocked MREs, preferably 45-60 days for CONUS and 60-90 days for OCONUS.

18.5.4.3. Food service or hospital food service should requisition rations for all active duty units or organizations on an AF Form 287 using the proper fund cite according to AFI 65-604, *Appropriation Symbols and Budget Codes*. Fund cites of the ANG, Air Force Reserve, Army, Navy, Marines and in some cases the AF Academy are usually different from those in AFI 65-604. To preclude double handling, the transfer from food service to the unit or organization may take place at the Troop Support warehouse.

18.5.4.4. The Services Commander or the appointed (in writing) designated representative must approve by signing all AF Forms 287 submitted for operational rations that impact on WRM stock levels prior to issue. No requisitions will be placed or issues made without this approval. Release of excess rations or those issued from Troop Support do not require prior approval of the services commander or designated representative.

18.5.4.5. All requisitions for depot stocked MREs will bear project code 384 (identifies the items as other than WRM). Advice code 2C will also be used on these requisitions. HQ AFSVA/SVOHT approval is required prior to ordering. Upon receipt, these rations will be received in the Troop Support account.

18.5.5. Should an issue of any WRM stocks be made for use during disasters, deployments, or emergencies not otherwise covered by HQ USAF OPLANS, replace these stocks according to the above guidance. However, should WRM support be seriously impaired, the base WRM monitor will coordi-

nate with the MAJCOM/SV and HQ AFSVA/SVO on replacing those stocks sooner with current date of pack.

18.5.6. Operational rations issued to food service for unit use during exercises, alerts, etc., may be returned to Troop Support within 72 hours after termination of the exercise or alert providing the following conditions are met:

18.5.6.1. Rations are inspected by MPH and certified as still being fit for their intended purpose prior to returning to Troop Support. Certification must accompany the rations.

18.5.6.2. The Troop Support activity has a valid demand or future need for the rations.

18.5.6.3. Sufficient shelf life remains for turn-in of the rations to DRMO, with reimbursement from food service SIK funds.

18.5.6.4. Partial cases of MREs that are to be reassembled in case lots must approximate the original menus as closely as possible. A maximum of two reassembled cases will be accepted at any occurrence. Food service should indicate the oldest date of pack for the reassembled menus.

18.5.6.5. Rations returned to Troop Support will be listed on the AF Form 129, debited to the Troop Support account, and credit will be given on the monthly base food service account as a charge sale return.

18.5.6.6. Rations not returned within 72 hours after exercise termination need not be accepted by Troop Support.

18.6. Stock Replacement. Maintain a separate AF Form 1331 for each type of operational ration, date of pack, and lot number. These records will provide information for stock replacement prior to the shelf life date. The AF Form 1331 will be annotated to reflect the latest ITD by date of pack and lot number as determined by MPH. Also, record the quantity of each issue of WRM or Troop Support operational rations on the AF Form 1331 (include unit issued to). All postings to the AF Form 1331 such as transfers, receipts, etc., will be made when the transaction occurs. Check the AF Form 1331 balances against the actual inventory balances quarterly to ensure that accurate reporting is being made to higher headquarters. Plan for the replacement of operational rations annually based on date of pack.

18.6.1. Ensure you consult with MPH to determine the proper or extended ITDs. This may require a change due to local climatic conditions and storage facilities used. If MPH evaluation requires a change to ITDs, ensure that the changes are properly recorded on AF Form 1331. MPH will mark at least four boxes per pallet or insert at least one placard per pallet reflecting the shortened or extended ITDs. The Troop Support warehouse person must ensure MPH places a placard or stamps the required number of cases to indicate the rations were inspected. The shortened or extended ITDs must be marked on the cases or placard. MPH will provide a letter to Troop Support or FSO certifying the shortened or extended ITDs by lot numbers. This also applies to prepositioned WRM rations which are stored elsewhere on the base or by self-sustaining units.

18.6.2. Ensure that shortened or extended ITDs are posted on the appropriate AF Form 1331.

18.6.3. Notify the base plans office (LGX) by letter, through the Services Commander, of the number of operational rations that will expire and require rotation during the current year. This requirement should be based on the annual replacement buy.

18.6.4. Transfer operational rations to other bases at least one year prior to shelf life date or the most recent ITD. MPH inspection reports must accompany all shipments or be faxed to the receiving base.

18.6.5. Issue operational rations from Troop Support to the DeCA Resale Store or Services recreational supply.

18.6.6. Request the Services Commander rotate operational rations by using rations for at least one meal a day during training, field exercises, or base alerts prior to shelf life date or most recent ITD. The Services Commander and plans officer should develop a comprehensive rotation plan to ensure that rations are used before the anticipated shelf life date or ITD. The plans officer will coordinate with the installation commander, Services Commander, and other concerned officials for use of operational rations during local exercises, alerts, ORIs, etc.

18.6.7. Replace operational rations held by self-sustaining units periodically with newer dates of pack rations.

18.6.8. Turn-in to the servicing DRMO operational rations remaining after actions above have been taken. Contact HQ AFSVA/SVOHT for approval prior to turn-in.

18.7. Storage of WRM Rations. Ideally operational rations should be stored under refrigeration (35F-50F) to extend ration shelf life and minimize replacement requirements. In some cases this may not be feasible and rations must be stored in unrefrigerated facilities. However, this decreases the shelf life when storage is above 50F and increases the quantity of rations to be rotated by MAJCOMs on an annual basis.

18.7.1. Each MAJCOM is responsible for programming Military Construction Program (MCP) projects for storage of WRM rations and should include refrigeration to prolong ration shelf life. If facilities are inadequate for storage of WRM rations, the FSO must work closely with the Services Commander in identifying and getting adequate facilities programmed for storage of WRM rations.

18.7.2. Should current facilities be inadequate for storage of WRM rations, the base commander should be contacted to provide space elsewhere on base to store the rations. The facility provided should be under lock and key control of the Troop Support manager and provide adequate security measures.

18.7.3. Upon receipt of annual replacement rations, the new WRM rations will be placed in the WRM account. The same quantity of the oldest date of pack rations will be transferred to the Troop Support account on AF Form 129. This replacement will also include rations issued on hand receipt to self-sustaining units.

18.7.4. Rations for medical sampling will be transferred from the WRM account in full case lots. The DD Form 1222 will be provided by MPH to the Troop Support personnel. No samples will be taken from the WRM account.

18.7.5. Issue of rations from the WRM account will not be made. All rations for issue must be made from the Troop Support account. If adequate rations are not available in Troop Support and some WRM rations must be used, they are transferred to Troop Support prior to issue. Release of WRM rations must be approved by the Services commander or designated representative in coordination with the base/MAJCOM WRMO.

18.8. Transfer of Operational Rations. Offer operational rations for sale in DeCA resale stores or Services Recreational Supply activities when MPH reveals that the rations are within 180 days of the anticipated shelf life date. However, there are some provisions that apply:

18.8.1. OCONUS bases will report quantities which cannot be used locally to the applicable MAJCOM. The MAJCOM will attempt to redistribute rations to other bases within their command or contact HQ AFSVA/SVOHT for assistance.

18.8.2. MAJCOMs will contact HQ AFSVA/SVOHT for disposition instructions when more than fifty cases of rations are involved. The MAJCOM will attempt to redistribute operational rations to other bases within the MAJCOM first. Rations will not be transferred from base to base without MAJCOM and HQ AFSVA/SVOHT approval.

18.8.3. Troop Support activities may sell MREs to the DeCA resale store and Services Recreational Supply activities at full or reduced price (not to exceed 50 percent of the standard price). Each activity must establish a charge sale account with Troop Support prior to issuing rations. Also, an additional charge sale account must be established for food service. This food service account fund cite must be approved by HQ AFSVA/SVOHT and will be used to charge SIK funds for 50 percent of all approved price reductions, or full reimbursement for turn-in of operational rations to DRMO. Issues to DeCA resale stores will be issued in full pallets (48 boxes) minimum. Issues to Services Recreational Supply will be issued in even boxes, i.e., two (2), four (4), six (6), etc. Issues will be accomplished as follows:

18.8.3.1. The DeCA resale store or Services Recreational Supply will be charged full price for half the rations requested. The other half will be charged at full price to the food service account approved by HQ AFSVA/SVOHT.

18.8.3.2. All price reductions of rations must be approved by HQ AFSVA/SVOHT prior to issue.

18.8.3.3. All rations reduced in price will be three (3) years or older date of pack. Newer date of pack rations will be issued at full price.

18.8.4. Rations remaining in Troop Support after the above actions will be transferred to the servicing DRMO on DD Form 1348-1. Include the statement, "Recoupment of funds for the stock fund in the amount of (the standard price) is required from military food service personnel 57* 3500 32* 48 5N2.34 875825 SIK funds. These rations are nearing their estimated shelf life and are being turned in to preclude a total loss to the government."

18.8.5. HQ AFSVA/SVOHT directed movement of WRM rations will be transferred from the shipping Troop Support account and received in the Troop Support account at the receiving base, and then transferred from troop to the WRM account. Usually HQ AFSVA/SVOHT will provide the shipping base with a transfer document number. Both the shipping and receiving bases will use this document number for shipment and receipt.

18.9. Accountability for Prepositioned Rations. Accountability for prepositioned WRM rations remains with the Troop Support activity until such time as they are used, lost, stolen, etc.. Self-sustaining units may be authorized to store WRM rations at certain locations. WRM rations in this category are issued on an AF Form 1297, **Temporary Issue Receipt**, according to AFI 34-239, attachment 12. Accountability for these rations remains with the Troop Support activity until the rations are consumed by the using activity. At that time, the appropriate official of the using activity will provide an AF Form 287 using food service SIK funds to relieve Troop Support of accountability for rations used/consumed and to ensure replacement action is initiated. Each request for operational rations that impacts WRM stock lev-

els must be approved by the Services Commander or designated representative prior to issue. For accounting purposes, the AF Forms 1297 and 287 will indicate the date of pack and lot number of the operational rations issued.

18.9.1. Prepositioned rations must be issued to the FSO for feeding one meal a day during training, field exercises, or during base alerts as a substitute for ground support or as carry-out meals.

18.9.2. Prepositioned rations may be returned to Troop Support and transferred to DRMO, or as adjusted transfers addressed elsewhere in this chapter.

18.10. Adjustments for Losses. Adjustments for normal and abnormal losses are made in the following manner:

18.10.1. For normal losses (less than \$100), list deteriorated operational rations on an AF Form 129. Dispose of the rations in a manner provided by the base civil engineer.

18.10.2. For abnormal losses of \$100 or more, list the rations on a AF Form 129 and prepare a report of survey according to AFMAN 23-220, *Reports of Survey for Air Force Property*.

18.10.3. Normal and abnormal losses of rations issued on a hand receipt will be the responsibility of the organization having possession of the rations. Reports of survey will be prepared by the agency in possession of the rations. In addition, these agencies must prepare AF Form 287 for reimbursement from the organization's O & M funds.

18.10.4. Ensure that the MPH certifies that the rations/items listed on the AF Form 129 are unfit for human consumption, unless the items were actually lost or misappropriated.

18.11. Local Reporting of WRM Rations. Report by letter to the base plans office through the Services Commander the number of operational rations that will require rotation during the current year. This information will help the base plans office and Services Commander develop plans to ensure the maximum use of these rations through normal consumption. Submit the letter annually during the month of October.

18.12. Survival Food Packets. Survival food packets required for inclusion in survival kits aboard aircraft will not be stocked by Troop Support. Using organizations (life support) will obtain these packets by submitting a unit O & M funded AF Form 287. Food service requirements for training or survival school will indicate a SIK fund cite. Quantities requested will be adjusted to full cases. Once the request is received, contact HQ AFSVA/SVOHT for a document number; then a requisition may be submitted to DSCP for the food packets. Food packets which are more than 48 months old from date of pack will not be issued for use in survival kits. If survival food packets are received from a DSCP depot which are more than 48 months old (determined by the date of pack), they will be inspected by MPH for condition. Food packets in good condition will be turned into DRMO and a discrepancy report will be submitted to DSCP/HROUB. Dispose of food packets in unusable condition to refuse collection and submit a discrepancy report to DSCP/HROU.

18.13. Canned/Pouch Drinking Water. Canned/Pouch drinking water is not considered a WRM item. Units that require canned/pouch drinking water may submit a unit O & M funded AF Form 287, certified by the base comptroller, for the quantity of canned/pouch water they desire. Troop Support will contact HQ AFSVA/SVOHT and a requisition may be submitted to DSCP for that quantity requested by the unit.

Immediately upon receipt, the unit will be contacted to pick up the water. The unit is responsible for storage. Troop Support is not authorized to maintain or store canned/pouch drinking water.

18.14. Identification of “B” Ration Requirements. Submit “B” ration requirements to HQ AFSVA/SVOHT not later than 15 January annually. Units should provide the quantity they anticipate using during the next calendar year. Bases will prepare all requisitions in MILSTRIP format, using the PC TROOP system on an as-needed basis when items are required. HQ AFSVA/SVOHT approval is required prior to ordering.

18.14.1. All requisitions for “B” ration items will bear a project code 121 in cc 57-59 in support of USAF war plans. Project code 3AA (WRM-1) identifies items in support of USAF War Plans. Project code 384 (Country Mile) identifies items other than WRM for rotation purposes. Project code 3AA identifies new or increased WRM requirements. Other uses of these project codes on requests other than WRM and “B” rations is not authorized. Use project code 121 for normal replacement of existing WRM stocks. All requisitions for “new or increased” prepositioned WRM requirements must be approved by HQ AFSVA/SVO. The MILSTRIP requisition format for new or increased WRM requirements must identify all requisitions by demand code “0” in cc 44 and project code 3AA in cc 57-59. All other card columns are unaffected. MAJCOMs will have their bases enter the WRM requisitions off-line and add the due-in records to the due-in file with the Off-line Requisitions Program.

18.14.2. Northern area installations (Cool Barge) will submit annual requirements according to instructions provided by DSCP as to shipping schedules.

18.14.3. Air Force Unique/Peculiar “B” Ration Items.

<u>NSN</u>	<u>ITEM</u>	<u>UNIT</u>
8905-01-243-0100	Bacon, Sliced, Canned, No 10	CN
8905-01-243-0099	Beef Chunks, Canned, w/natural juices, 29 oz	CN
8905-00-965-1681	Beef Diced, Dehy, uncooked, No 10	CN
8905-00-823-7559	Beef Patties, Dehy, No 10	CN
8905-00-753-6106	Beef Steak, Dehy, No 10	CN
8905-00-118-8588	Chicken, Dehy, Cooked, Diced, 20 oz	CN
8905-00-753-6536	Chicken, Boned, 20 oz	CN
8905-00-823-7095	Fish Squares, Dehy, No 10	CN
8905-01-823-1676	Ham, Canned, Chunks, 29 oz	CN
8905-01-254-1674	Luncheon Meat, Canned, 6 lb	CN
8905-00-935-6359	Pork Chops, Dehy, Uncooked, No 10	CN
8905-01-260-7475	Shrimp, Dehy, Cooked, No 10	CN
8910-01-254-1677	Egg Mix, Dehy, No 3 Cylinder	CN
8910-00-151-6462	Chili Con Carne, Dehy, w/beans, No 10	CN

NOTE: Other rations such as unitized “B” rations, and UGRs are not authorized to be used without approval from the HQ AFSVA/SVOHT.

18.14.4. B-rations are the primary Air Force wartime menu and must be used during all exercises and contingencies. Limited deviations may be authorized for those items that are out of stock in DSCP depots. Installation commanders should be made aware of this stipulation.

Chapter 19

PC TROOP FINANCIAL RECONCILIATION PROCEDURES

19.1. General. Disciplined adherence to operational procedures will result in timely and accurate financial reporting. It is imperative the PC TROOP operator enters transactions into PC TROOP in a timely manner, and ensures all transactions which occurred in Troop Support during the month are entered into PC TROOP by the last day of the calendar month. Delaying monthly close-out in PC TROOP until the following month will result in inaccurate financial reporting and will create numerous reconciliation problems for the PC TROOP operator. Additionally, the PC TROOP operator must timely transmit all files since they must be received by the DFAS before their monthly cutoff to be included in the appropriate month's trial balance. This chapter identifies financial reconciliation functions which must be performed to ensure sound financial reporting, and the documents and procedures necessary to accomplish them.

19.2. Source Documents. PC TROOP operators receive various documents from the Troop Support warehouse or direct delivery customers on a daily basis. These documents are referred to as source documents and serve as the basis for entering transactions processed through Troop Support into PC TROOP. Some examples of these documents include delivery tickets for local purchase receipts, AF Forms 287 for charge sale issues, DSPC Forms 2005-2 or DD Forms 1348 for MILSTRIP/DSCP produce receipts, and DD Forms 1149 for transfers-in/transfers-out, etc.

19.3. PC TROOP Generated Documents. PC TROOP produces a hard-copy document which contains the document number for every transaction processed. All transactions, except the monthly IAV which adjusts on-hand inventory for standard price changes, must be supported by a source document. The IAV is based on application of file maintenance from HQ AFSVA for CONUS locations, including Alaska, Hawaii, and Guam, and the loading of updated monthly prices into PC TROOP for all other OCONUS locations.

19.4. End-of-Day (HCRTSBJ) Printout. PC TROOP produces an End-of-Day printout each time the PC TROOP operator runs an End-of-Day cycle. The End-of Day is a printout of the file containing all financial transactions created by PC TROOP. This file is transmitted to DFAS for bill paying and trial balance update. The End-of-Day printout is also referred to as the "HCRTSBJ" or "No Name Report". Because the End-of-Day is actually a printout of a file, and not a report, it is not labeled with a name or title.

19.4.1. Header Control Record. The HCRTSBJ record is the header control record in each End-of-Day file. As such, it is the first record on the printout, and contains information about the file being transmitted. "HCR" indicates Header Control Record, "TS" represents Troop Support, and "BJ" is the system designator for the Standard Materiel Accounting System (SMAS) used by DFAS to process Troop Support transactions. The fields following "HCRTSBJ" on the header control record display: the 3-position batch number; the 6-position DODAAC of your Troop Support activity; the 6-position date of the file in year, month, and day sequence; and a 6-position field showing the number of records contained in the file. Each End-of-Day processed should contain the next sequential batch number (i.e. 041, 042, 043, etc.). Review your End-of-Day each day to ensure the batch numbering does not skip a number or duplicate a number previously used. DFAS processes files in strict batch number sequence. A missing batch number causes subsequent files to suspend, and a duplicated batch

number causes the file to reject at DFAS. Both situations result in inaccurate financial reporting, hinder reconciliation efforts, and require significant man-hours of time-consuming research to correct. If you have either of these situations, immediately contact the HQ AFSVA point of contact before processing another End-of-Day.

19.4.2. Transaction Records. The records in the file following the HCRTSBJ record represent the financial transactions processed by PC TROOP. Each position in the transaction is part of a field of information that either identifies the type of transaction or provides other necessary data required by the accounting system. Fields common to all transactions are as follows:

Record Position(s)	Field of Information
1-3	Transaction Identification Code (TRIC)
4-6	Routing Identifier Code (RIC)
7	Reversal Flag
8-22	National Stock Number (NSN)/Description
32-45	Document Number (DODAAC/Julian Date/Serial Number)
54-55	Fund Code (6T)
79-84	As of Date
253-257	PC TROOP Version in Use

19.4.3. The PC TROOP TRANSACTIONS END-OF-DAY (HCRTSBJ) FORMAT, contains a sample of each type of transaction generated on the PC TROOP End-of-Day printout. Fields are annotated to identify the information displayed. To retrieve this document, access the AFSVA Homepage (<http://www.afsv.af.mil>)

19.5. Daily Reconciliation of Documents. The PC TROOP operator must reconcile the source documents to the PC TROOP-generated documents on a daily basis to ensure information on the source documents was correctly entered into PC TROOP. In addition, the PC TROOP operator must also reconcile the PC TROOP-generated documents to the individual transactions appearing on the End-of-Day printout each day. PC TROOP TRANSACTIONS-RELATIONSHIP BETWEEN DOCUMENTS, END-OF-DAY, AND ROP identifies each PC TROOP transaction, appropriate source documents, the PC TROOP-generated document, data necessary to identify the transaction on the End-of-Day, and the corresponding ROP block number. This document can be found on the AFSVA Homepage (<http://www.afsv.af.mil>). When reconciling to the End-of-Day, verify the accuracy of all data, including contract numbers, call numbers, cost and sell dollar amounts, shipped and received quantities, etc. As you validate that each transaction posted correctly to the End-of-Day, place a check mark by it. Ensure a transaction correctly appears on the End-of-Day for each PC TROOP-generated document, and there are no transactions on the End-of-Day for which you did not process an entry into PC TROOP. *Note:* DVD receipts generate both a RECLPR and an ISU transaction on the End-of-Day printout. Transactions shown on the End-of-Day are the only transactions transmitted to DFAS. For financial purposes, if the transaction is not on the End-of-Day, it never occurred. If you do not locate a transaction on the End-of-Day for an entry you processed into PC TROOP, or you find an entry on the End-of-Day for which you did not process a transac-

tion, notify your MAJCOM or HQ AFSVA point of contact immediately. Reconciliation must be performed daily in order to detect and resolve errors on a timely basis.

19.5.1. Delivery Ticket Invoice (DTI) Receipts. It is especially critical to ensure all data is correctly entered for local purchase (DTI) receipt transactions. DTI vendors do not submit an invoice, and their payments are based solely on the dollar amount entered into PC TROOP. As a result, if a \$100 receipt is mistakenly processed for \$1,000, the vendor will be paid \$1,000 unless a corrected transaction is received by DFAS before payment is due to the vendor. Timely corrective action is essential as payment terms on many Troop Support contracts require vendor payment within 7 or 10 days from date of delivery.

19.5.2. MILSTRIP Receipts. All MILSTRIP receipts (both produce and non-produce), whether the source of supply is DSCP, a Navy FISC, or an Army TISA, must be entered into PC TROOP with the same document number and routing identifier code which appears on the source document received from the supplier. This applies whether you process an original transaction, a reversal transaction, or are reentering a corrected transaction. The 14-position document number should contain your 6-position DODAAC, a 4-position numeric Julian date, and a 4-position numeric serial number. If the document number on the source document received from the supplier is not constructed in this manner, notify your MAJCOM or HQ AFSVA point of contact immediately. The document number shown on the supplier's source document will be the same document number shown on the interfund billing sent to the DFAS-SA OPLOC. Therefore, it is critical the receipt you enter into PC TROOP contains the exact document number used by the supplier. If it doesn't, the receipt and bill will not match at DFAS, and your financial position will not be correctly stated. Note that PC TROOP "rolls" all MILSTRIP produce receipts for each Julian date to a single 7000 serial number. Thus, it is essential to use the same Julian date shown on the supplier's source documents when processing a receipt into PC TROOP. If the supplier's source document does not contain a 7000 series document serial number for produce deliveries, notify the DFAS-SA OPLOC of the document numbers used by the supplier and the corresponding PC TROOP receipt document number. Also, take action to ensure the supplier uses a 7000 series document number on all subsequent deliveries.

19.5.2.1. MILSTRIP Receipts Received at a Reduced Price. Ensure transactions for MILSTRIP receipts received at a reduced price are processed for the correct prices. The "sell" price in the receipt transaction must be the same as the monthly published TLST price, and the "cost" price must be the reduced price which will be charged by DSCP (i.e., the unit price shown on the source document such as the DPSC Form 2005-2 or DD Form 1348). While the difference in the cost and sell prices will result in a purchase price variance gain/(loss) in the Defense Working Capital Fund, it will not cause a physical inventory gain/(loss) on the ROP.

19.5.3. Delivery/Transaction Date. Ensure the correct date is entered when processing ALL transactions. The date is especially critical on local purchase receipt transactions because the receipt date entered in PC TROOP is used to assign the Julian date in the document number. The document number Julian date is used by the bill paying system to determine available discounts to be taken and interest due the vendor.

19.5.4. PC TROOP Version. Ensure the PC TROOP version displayed in each record on the End-of-Day printout indicates you are using the latest version which has been released by HQ AFSVA. To validate the current version, contact your MAJCOM or HQ AFSVA point of contact.

19.6. Log of Previous Period Transactions. When reconciling documents to the End-of-Day, the PC TROOP operator must identify transactions processed in current month files which pertained to a previous accounting period. In most cases, this would mean a previous fiscal year. For example, the correction (reversal and re-entry transactions) to a 16 Sep 96 receipt was processed on 21 Oct 96. The reversal and re-entry transactions are contained in a 21 Oct 96 End-of-Day file, and inappropriately adjust the current period (i.e. FY 97) book inventory when processing to SMAS. This is because the current period book inventory was adjusted to agree with the physical inventory as of 30 Sep 96, and the correction transaction applies to activity prior to 30 Sep 96. Therefore, information for the reversal and re-entry transactions should be annotated on the LOG OF PREVIOUS PERIOD TRANSACTIONS. A sample of this format can be found on the AFSVA Homepage (<http://www.afsv.af.mil>). Transactions of this nature can cause a “false” gain/(loss) to be reported on the ROP. Use the information posted to the Log to explain true operational results in the Remarks section of the ROP. When posting the Log, do not rely solely on the Julian date in the document number, as some prior period transactions may contain a document number Julian date after 1 Oct of the current period, and some current period transactions (i.e., MILSTRIP receipts) may contain a document number Julian date prior to 1 Oct of the current period.

19.7. Daily Transaction Totals. The following procedures should be used when manually preparing the ROP. In addition, a clear understanding of these procedures is necessary when using the automated ROP in the event research is necessary to resolve out of tolerance conditions. After reconciling all documents to the End-of-Day, use a calculator to total similar type transactions affecting inventory on the End-of-Day (i.e., all transactions except AOA/AO1 and AE1). To simplify the totaling process, draw a line between the sell and cost price fields for all receipt transactions, and highlight the dollar amount (sell price) for any reversal transactions processed. The highlight marking will remind you to subtract, instead of add, reversal transactions. A reversal transaction can be identified by the reversal flag (i.e., a minus sign) showing in the field between the RIC and the NSN/description. Use the value showing in the “sell price” dollar amount field on the End-of-Day for all transaction types except MILSTRIP non-produce receipts. MILSTRIP non-produce receipts contain the UNIT price, instead of the EXTENDED price, in the dollar amount fields. The value for these transactions must be calculated by multiplying the quantity received by the unit “sell” price, or may be taken from the PC TROOP-generated document only after validating that the same unit sell price and quantity received are shown on the end-of-day. Annotate the calculator tape by writing the type transaction (i.e., local purchase receipts, charge sale issues, transfers-in, etc.) next to the total dollar amount and attach the calculator tape to the End-of-Day. Daily, post these transaction totals to a spreadsheet. A WORKSHEET FOR PREPARATION OF THE ROP can be found on the AFSVA Homepage (<http://www.afsv.af.mil>). Posting totals on a daily basis will greatly streamline ROP preparation at month-end.

19.8. Record of Operation. Results of the Troop Support operation are reported monthly on AF Form 603. HQ AFSVA has developed an Excel spreadsheet to use in manually preparing the AF Form 603. Use of the Excel spreadsheet requires you to enter information unique to your location (on a one-time basis) and inventory data (monthly), but performs all mathematical calculations. The ROP can be completed after you have run your last file for the month, validated all source documents were properly processed into PC TROOP, and ensured all appropriate transactions appeared correctly on the End-of-Day printout. Files processed in PC TROOP during the calendar month must include all transactions which occurred in Troop Support during the month, and must be processed to AFSVA by the last calendar day of the month. The TROOP SUPPORT RECORD OF OPERATION INSTRUCTIONS and a completed manual RECORD OF OPERATION may be found on the Agency Homepage (<http://www.afsv.af.mil>).

19.8.1. Posting Totals to the ROP. To obtain ROP transaction totals, retrieve your completed worksheet for preparation of the ROP. Total the spreadsheet columns and transfer the grand totals for the month for each type transaction (including correction transactions) to the appropriate blocks on the ROP. (*Note:* The fields (in each transaction) referred to in the PC TROOP TRANSACTIONS-RELATIONSHIP BETWEEN DOCUMENTS, END-OF-DAY, AND RECORD OF OPERATION include only those necessary to distinguish between different type transactions on the End-of-Day. The PC TROOP TRANSACTIONS-END-OF-DAY (HCRTSBJ) FORMAT identifies all fields in each transaction.) Post the total of all transactions processed into PC TROOP during the month on that month's ROP. Do not include transactions processed into PC TROOP in another month. For example, if you processed a correction (to an Oct 96 receipt) into PC TROOP in Nov 96, you must include the value of the correction transaction in the Nov 96 ROP. Do not go back and adjust the Oct 96 ROP.

19.8.2. Authorized DBOF Gain/(Loss) Percent. A gain or (loss) within + or - .4 of 1 percent of Sales is authorized. The FSO must approve Records of Operation within the authorized tolerance. If a gain/(loss) exceeds .4 of 1 percent of Sales, the PC TROOP operator must provide an explanation/justification in the Remarks section, and the Services commander/director must approve the ROP. The PC TROOP operator must address gains/(losses) resulting from processing prior period transactions during the current period in the Remarks section (see paragraph 19.6.).

19.8.3. ROP Due Dates. Submit a completed manual ROP each month for October through August through your MAJCOM to arrive at HQ AFSVA/SVOHT not later than the 10th calendar day of the following month. Submit the completed ROP for September through your MAJCOM to arrive at HQ AFSVA/SVOHT not later than the 4th calendar day of October. *Note:* If you make any changes to a prior month's ROP which you have previously reported to HQ AFSVA, you must resend the corrected ROP for the month which you changed and all subsequent months. In addition, annotate "CORRECTED COPY" in the "Remarks" block on each corrected ROP.

19.9. Trial Balance. DFAS uses SMAS to produce the Troop Support trial balance on a monthly basis. The trial balance is the "official" financial record for a Troop Support activity, and is updated by processing PC TROOP-generated transactions (i.e. those shown on your End-of-Day printout) affecting inventory on-hand and on-order and DFAS-generated transactions (transactions affecting payments and collections). Because the trial balance, not the ROP, is the "official" financial record, it is essential the PC TROOP operator reconciles the ROP to the trial balance, ensuring the trial balance accurately represents all activity occurring in Troop Support.

19.9.1. "Pulling" the Trial Balance. Monthly trial balances for each Troop Support DODAAC are available on the Agency server on the 9th workday of each month. The PC TROOP operator should use the RETRIEVAL INSTRUCTIONS FOR TROOP SUPPORT TRIAL BALANCE AND SMAS TRANSACTION HISTORY located at the AFSVA Homepage (<http://www.afsv.af.mil>) to "pull" the monthly trial balance through the network. Use Section I, II, or III respectively, depending on whether you are a network base using ICETCP, PC-ANYWHERE or NAF MIS, or SUPERTCP or TRUMPET.

19.9.2. Reading the Trial Balance. Like the ROP, the trial balance (see AFSVA Homepage <http://www.afsv.af.mil>) contains unique information in the heading identifying your base, such as base name/state/zip code, Stock Record Account Number, also referred to as the DODAAC, and the MAJCOM to which your base is assigned. In addition, the heading will show the prepared date and the

“As Of” date. Trial balances for all locations should indicate “Troop Support Division” and “FC 6T”. If any of this heading information is not correct, notify your point of contact at the DFAS-SA OPLOC. The body of the trial balance provides a description of each general ledger account (GLA), a column to indicate the normal balance of the account (i.e. DR for debit, CR for credit), the numeric 3-digit GLA or 5-digit general ledger subsidiary account (GLSA), the sales code to identify the category of the charge sale customer, the cumulative dollar value debit or credit balance, the dollar value of the change from previous balance (i.e., monthly change), and a remarks field. Messages such as “abnormal balance” will be displayed in the remarks field. Research all abnormal balances to ensure corrective action is taken, if appropriate.

19.9.3. Reconciling the ROP to the Trial Balance. After you have “pulled” your trial balance, double check to make sure it indicates your base’s name and DODAAC and the correct month in the “As Of” date field. The “As Of” date lets you know what time frame the trial balance covers. The PC TROOP operator should reconcile the Oct 96 ROP to the trial balance indicating “As Of 96 Oct 31”. The TRIAL BALANCE/ROP WORKSHEET (see AFSVA Homepage <http://www.afsv.af.mil>) was developed to simplify the reconciliation process by identifying differences between the trial balance and the ROP. Post the GLA balances from the dollar value shown in the “Debit Balance” or “Credit Balance” column on the trial balance. Unless you have an abnormal balance on the trial balance, post the figure as a positive (not negative) number on the worksheet. Be sure to post the GLA total, not the subtotal amount. Post the ROP balances from the dollar amounts shown in the block numbers designated on the worksheet. Balances posted from the ROP should represent cumulative, fiscal-year-to-date, not current period totals. Once you have posted the totals to both columns of the worksheet, subtract the totals in the ROP balance column from the totals in the trial balance column, and annotate the result in the “Difference” column.

19.9.3.1. Trial Balance/ROP Worksheet Due Date. The worksheet must be completed by the 20th calendar day of the succeeding month (i.e. the worksheet for Oct 96 should be completed by 20 Nov 96). The PC TROOP operator must brief the FSO on all differences. In addition, he/she must research differences, and take corrective action, if necessary, before the end of the month.

19.9.3.2. Reconciliation Tools. All of the information required to reconcile differences between the trial balance and the ROP will not necessarily be available within the Troop Support operation at each base. Therefore, it is critical PC TROOP operators work closely with DFAS-SA OPLOC personnel to obtain additional information to assist in resolving differences. An awareness of the following will help to guide research efforts.

19.9.3.2.1. The SMAS transaction history showing the document numbers updating each GLA for a particular month is produced by the DFAS-SA OPLOC. The transaction history can be pulled through the network using the RETRIEVAL INSTRUCTIONS FOR TROOP SUPPORT SMAS TRIAL BALANCE AND TRANSACTION HISTORY located on the AFSVA Homepage (<http://www.afsv.af.mil>). Review the transaction history for a specific GLA to determine which document numbers updated the GLA. Compare document numbers shown on the transaction history to those shown on the End-of-Day printouts used to prepare the ROP. Isolate specific transactions causing dollar value differences by identifying document numbers not showing on both products. Take appropriate action to resolve differences. When researching differences using the SMAS transaction history, it will be easier to research GLAs updated with fewer transactions first. For example, you would normally have fewer transactions for salvage and vet samples than charge sales. Therefore, it would be easier to

research differences showing in GLAs 56001 (salvage) or 56003 (vet samples) than GLA 400 (charge sales). Differences in all of these accounts would also cause a difference in the inventory on-hand account(s) (i.e. GLA 130 or 148). As a result, resolving the differences in GLAs 56001, 56003, and 400 would simultaneously resolve differences in GLAs 130/148.

19.9.3.2.2. Differences in GLAs 130/148 could possibly be due to the processing of prior period transactions in SMAS during the month. This could have resulted when transactions in PC TROOP files created in one fiscal year did not process in SMAS until the following fiscal year. Also, delayed processing by the PC TROOP operator of one fiscal year's transactions until the next fiscal year, or processing corrections to a previous fiscal year's transactions in the current fiscal year could create differences in the on-hand inventory accounts. If there is a difference between the dollar value in GLAs 130/148 and the ending inventory (book value) shown on the ROP, review the trial balance to determine if DFAS may have processed a journal voucher to move an amount to GLAs 454 or 518. To assist in identifying and reconciling these type differences, PC TROOP operators must keep a log of transactions processed to SMAS in the current fiscal year, but which were for a previous fiscal year.

19.9.3.2.3. Additional circumstances resulting in differences on the Trial Balance/ROP Worksheet include transactions which may have rejected when processing at the DFAS-SA OPLOC, and missing or suspended PC TROOP files (refer to paragraph 19.4.1.). DFAS may have also had system problems causing files to be "lost" between the time they were received by DFAS and the time they were processed by SMAS. Finally, there could be a timing difference between the time local purchase receipt transactions processed and the time all other type transactions processed. This is because CONUS (including Alaska, Hawaii, and Guam) local purchase receipts must process through the Integrated Accounts Payable System (IAPS) before processing to SMAS, while all other transactions process directly to SMAS. Your DFAS-SA OPLOC point of contact should be able to inform you if any of these situations existed at the time the monthly trial balance was closed.

WILLIAM P. HALLIN, Lt General, USAF
DCS/Installations and Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-2, *AF Community Service Programs*

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*

AFI 31-209, *The Installation Resources Protection Program*

AFI 34-239, *Food Service Management Program*

AFI 36-2903, *Dress and Personnel Appearance of Air Force Personnel*

AFI 65-604, *Appropriations Symbols and Budget Codes*

AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFJMAN 34-406, *Armed Forces Recipe Service*

AFMAN 37-139, *Records Disposition Schedule*

Allowance Standard 019, *Vehicles*

Federal Supply Catalog C8900-SL

Federal Supply Catalog C8900-PL

DPSC Handbook 4155.1, *Meal Ready-To-Eat (MRE) Inspection Responsibilities and Reporting Procedures*

DPSC Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)*

DPSC Handbook 4155.2, *Inspection of T- Rations (Appendix B)*

DPSC Handbook 4155.2, *Inspection of Ration, Cold Weather (RCW) Rations (Appendix C)*

DPSC Handbook 4235.1, *Overseas Subsistence Requisitioner's Handbook*

DPSC Handbook 4235.2, *CONUS Semiperishable Subsistence Requisitioner's Handbook*

DPSC Handbook 4235.6, *CONUS Perishable Subsistence Requisitioner's Handbook*

DoD Directive 3110.6, *War Reserve Materiel Policy*

War Consumable Distribution Objective (WCDO)

USAF War Mobilization Plan, Vol I (WMP-1)

DLA Customer Assistance Handbook

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSF—Air Force Stock Fund

AFJMAN—Air Force Joint Manual

ALACS—A La Carte System

AS—allowance standard

AFR—Air Force Regulation

AFOSH—Air Force Occupational Safety and Health

AMC—Air Mobility Command

ANG—Air National Guard

ASIF—Airlift Services Industrial Fund

ATM—Air Terminal Manager

BAS—Basic Allowance for Subsistence

BDF—Basic Daily Food Allowance

BPA—Blanket Purchase Agreement

CE—Civil Engineer

CONUS—Continental United States

DBOF—Defense Business Operating Fund

DeCA—Defense Commissary Agency

DFAS—Defense Accounting System

DLSC—Defense Logistics Support Command

DODAAC—Department of Defense Activity Address Code

DoD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

DSO—Defense Subsistence Office

DTI—Delivery Ticket Invoice

DSCP—Defense Support Center Philadelphia

DVD—Direct Vendor Delivery

FAR—Federal Acquisition Regulation

FBDF—Food Base Data File

FBIF—Food Basic Ingredient File

FCI—Food Cost Index

FIIF—Food Inventory Ingredient File

FFV—Fresh Fruits & Vegetables

FSC—Federal Supply Catalog

FSO—Food Service Officer

GBL—Government Bill of Lading

GLA—general ledger account

HQ AFSVA—Headquarters Air Force Services Agency

HQ USAF/ILV—Headquarters United States Air Force, Director of Services

IAV—inventory adjustment voucher

IMPAC—International Merchant Purchase Authorization Card

IPC—Integrating Pay and Collecting System

IQC—Indefinite Quantity Contract

ITD—inspection test date

LP—local purchase

MAJCOM/SV—Major Command Director of Services

MCF—Meal, Cooked, Frozen

M&S—media and status

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MOU—Memorandum of Understanding

MPH—Military Public Health

MCF—Meal, Cooked Frozen

MRE—Meal, Ready to Eat

NCOIC—Noncommissioned Officer in Charge

NIS—Not In Stock

NSN—National Stock Number

OCNUS—Outside the Continental United States

O & M—Operations and Maintenance

OPLAN—Operational Plan

OST—Order Ship Time

PA—Purchase Agreement

PC—Personal Computer

PDO—Publication Distribution Office

PFD—Present for Duty

PFMR—Project Funds Management Record

PL—Price List

PMEL—Precision Measurement Laboratory

PV—Prime Vendor

PWS—Performance Work Statement

ROP—Record of Operation

QAE—Quality Assurance Evaluator

QC—Quality Control

RCW—Ration, Cold Weather

RDD—Required Delivery Date

RES—Reserves

RIK—Rations-In-Kind

ROD—Report of Discrepancy

SAAM—Special Assignment Airlift Missions

SAF—Secretary of the Air Force

SAS—Site Automation System

SCAMS—Subsistence Credit Allowance Management System

SIK—Subsistence-In-Kind

SIMS—Service Information Management System

SL—Stock List

SMAS—Standard Material Accounting System

SPVI—Subsistence Prime Vendor Interpreter

SSN—Social Security Number

STORES—Subsistence Total Ordering and Receipt Electronic System

SVFRS—Budget Division

SVO—Services Operations

SVOHF—Services Operations, Food Branch

SVOHT—Services Operations, Troop Support Branch

SVSDA—Contractor Support Branch

TDY—Temporary Duty

TLIST—Troop Price List

UGR—Unitized Group Rations

UPC—Universal Product Code

U.S.C.—United States Code

UMMIPS—Uniform Material Movement and Issue Priority System

W/R—Weighted Ration

WCDO—War Consumable Distribution Objective

WMP—War Mobilization Plan

WRM—War Reserve Materiel

Terms

Accounting Period—Normally, a period based on a calendar month, beginning on the first and ending on the last day of the month. The accounting period must not extend past the last day of the calendar month.

A La Carte System (ALACS)—A system in which the dining facility charges the Basic Allowance for Subsistence (BAS) guest and other cash guests for each menu item selected. Subsistence-In-Kind (SIK) guests are furnished their meals without charge as under SCAMS.

Adjusted Gain or Loss—The monthly monetary gain or loss after the authorized inventory adjustment for the same period.

"A" Ration Perishable and semi-perishable foods used in food service facilities where refrigeration is available.

Authorized Inventory Adjustment—A debit or credit adjustment for a difference between the book and physical inventory.

Basic Allowance for Subsistence (BAS)—A monetary allowance, prescribed by law, paid to military personnel instead of subsistence at government expense.

Basic Daily Food Allowance (BDFA)—The computed monetary value entitlement of nutritionally adequate food for one person for one day.

"B" Ration—An operational ration designed for mass feeding where food service equipment is available, but for which refrigeration is limited or unavailable. It consists of approximately 100 semi-perishable items, mainly canned, and some that are dehydrated.

Book Inventory—The dollar value of the opening inventory, plus purchases, plus or minus transfers, minus gross issues to the kitchen.

Breakfast—The meal served during morning hours and normally the first meal of the day.

Brunch—The meal served that combines the breakfast and lunch meals. It includes both breakfast and lunch items and is scheduled only on weekends and holidays (excluding Christmas and Thanksgiving).

Carryout Service—Food available for takeout from a dining facility or independent facility (frequently located near the flight line).

Carryover Gain or Loss—The dollar value of the cumulative gain or loss for the preceding month.

Closing Inventory—The dollar value of the physical inventory at the end of the subsistence accounting period. After this inventory, purchases or issues are chargeable to the next accounting period.

Common Service—Service provided to members of another military service which does not require

reimbursement from the activity receiving support. The term is used in food service for members of the Army, Navy, and Marine Corps who are provided SIK.

Condemned Items—Subsistence items certified by medical food inspection personnel as unfit for human consumption. Other items certified as unfit for the use originally intended may or may not be condemned due to defects. Condemned items are accounted for as excess costs and chargeable to subsistence funds.

Cumulative Gain or Loss—The dollar value of the adjusted gain or loss for the present period, plus or minus the carryover from previous period.

Cross Service—Service provided to members of Reserve components, Air National Guard, other agencies, and foreign governments that requires reimbursement from the activity receiving support. In food service, the term is used to describe the procedures and charges for meals provided to this category of personnel.

Defense Logistics Support Command (DLSC)—Responsible single manager for a wide variety of common items of subsistence, fuels, and supplies required by the military services.

Defense Support Center - Philadelphia (DSCP)—The center designated by DLSC to provide subsistence support to all services worldwide.

Defense Subsistence Office (DSO)—The DSCP perishable supply point which provides fresh fruits and vegetables (FF&V) and freeze and chill items.

Defense Support Center – Philadelphia, Europe Region (DSC-E)—The supply point which provides subsistence to a specific geographical area.

Defense Support Center – Philadelphia, Pacific Region (DSC-P)—The supply point which provides subsistence to a specific geographical area.

Dinner—The meal served during evening hours and considered the third meal of the day.

Discount Meal Rate—A meal that includes the food cost only.

Earned Income—The monetary credit obtained from the number of weighted rations served multiplied by the BDFA. Under ALACS, it is the monetary credit obtained by multiplying the number of weighted rations served SIK personnel by the BDFA, plus cash receipts minus operating charges.

Excess Costs—Authorized additional food costs that exceed the monetary value authorized for individual food components or meals.

Flight Meal Charge—A rate to recover part of the food cost and subsistence allowance for a flight meal.

Food Cost Index—A list of commonly used foods in specific quantities per 100 persons, prescribed by DoD. The index is used to compute the monetary value of the Basic Daily Food Allowance.

Food Handlers—Food service personnel who work where unsealed food or drink is handled, processed, prepared, or served, and who touch food or food contact surfaces in any way. Excluded are food service managers, cashiers, and delivery persons who do not handle unwrapped food or touch food contact surfaces.

Food Service Officer (FSO)—An officer, noncommissioned officer, or civilian responsible to the base combat support flight chief for the management of the appropriated fund food service operations.

Force Issue—Subsistence issued by the troop support to preclude a loss through spoilage. Generally, this action is restricted to perishable items that cannot be reasonably substituted for other items.

Full Meal Rate—A meal that includes the cost of food and a proportional charge (formerly known as surcharge) for operating cost.

Forced Substitution—Subsistence issued by the troop support as replacement of items in the same food group appearing on the approved menu.

Formal Inventory—The actual physical count of all subsistence on hand at a specified time to determine the exact accountability of the troop support activity.

Gain or Loss—The profit or loss in the food service account by individual dining facility, and by base, during a specific accounting period.

Headcount—The number of personnel who eat meals in dining facilities, according to AF Forms 79 and/or 1339, or electronically recorded data.

Holiday Meal Charge—A special meal rate for Thanksgiving and Christmas holiday meals. These are the only holiday meals with a special meal rate.

Inventory—The physical count of subsistence on hand at any given time.

Indefinite Quantity Contract—A formal written agreement which describes the obligations of both parties and includes an estimate of what and how much will be bought under the terms of the contract.

Line Item—Any item that carries a separate stock number or is otherwise identified for ordering, storing, and processing.

Lunch—The meal served during midday and considered the second meal of the day.

Listed Item—A C8900-SL item purchased or authorized for local purchase with a price listed in the C8900-PL.

Military Standard Requisitioning and Issue Procedures (MILSTRIP)—Provides uniform supply procedures for requisitioning from DLSC activities.

Night Meal—The meal served between the dinner and breakfast meals, sometimes referred to as the midnight meal.

Non-Listed Item—A C8900-SL item purchased without a price and published in the C8900-PL.

Order Ship Time (OST)—The elapsed time between the initiation of an order by the requisitioner and the receipt of the items.

Opening Inventory—The dollar value of the physical inventory of the subsistence account at the beginning of an accounting period. This figure must be the same as the closing inventory value of the preceding accounting period.

Operational Rations—Specially packaged, processed, or prepared food for operational or emergency conditions, as identified in FSC 8900 SL. Packaged operational rations, designed for individual use in the field, are sometimes enhanced with beverages and other food items.

Participation Rate—The percentage obtained by dividing the actual number of SIK mandays served by the entitled number of SIK mandays. This rate is the inverse of the absentee rate. One manday equals one weighted ration.

PC TROOP Operator—Responsible for maintaining the troop support voucher and control records, price records, purchase contract records, and financial status reports.

Perishable Item—A subsistence item which normally requires some type of refrigeration to prevent spoilage during transportation and storage.

Performance Work Statement (PWS)—A document that accurately describes the essential and technical requirements for services, including the standards used to determine whether the requirements have been met.

Present For Duty (PFD)—The number of enlisted personnel assigned to and on duty at a unit or installation.

Prime Vendor (PV)—A new method of procuring subsistence. A single vendor provides all subsistence (except milk and bread) directly to dining facilities, replacing troop support. Troop support still procures operational rations. Selected CONUS installations will be implemented.

Progressive Food Preparation (Batch Cooking)—The preparation of food items at selective time intervals during the entire meal period as the food is consumed. The objective is to match the flow of guests through the serving lines so fresh, high quality food is always available.

Purchase Agreement (PA)—An agreement between the government and a vendor to furnish supplies and services for a specific period of time.

Quality Assurance Evaluator (QAE)—A government person, military or civilian, responsible for the surveillance of contractor performance.

Ration—The allowance of food for the subsistence of one person for one day.

Required Delivery Date (RDD)—The calendar date when merchandise is required.

Satellite—A food service location, operated as an annex of a parent dining facility, that does not maintain a separate account. It provides operating data for the parent facility's Monthly Monetary Record.

Seconds—The serving of a second portion, at the request of a guest, on items determined by base policy and dining facility monetary constraints. The serving of a second portion is not an additional headcount.

Services Information Management System (SIMS)—The automated system for all appropriated fund food services dining facilities, lodging, and squadron administration. The food management computer software includes programs for menu planning, inventory, requisitioning subsistence, food production controls, menu item pricing, and accounting reports.

Semiperishable Item—A subsistence item which does not normally require refrigeration during transportation and storage.

Shipment—The movement of merchandise from point of origin to destination by any mode.

Site Automation System (SAS)—The automated system for Services activities at small Air Force sites and remote locations.

Special Food Allowance—A prescribed amount of food, defined by quantity or monetary value, required if BDFA is not practical.

Subsistence Credit Allowance Management System (SCAMS)—The traditional system used for determining and managing the cost of subsistence and the earned income for food service facilities. It is based on a headcount and the BDFA.

Subsistence-In-Kind (SIK)—Food furnished to enlisted personnel at government expense. SIK is also termed "Rations-In-Kind (RIK)."

Supper—It is the second meal of the day on days the two meal concept is offered.

Supplemental Food Allowance—A prescribed amount of food, defined quantity, monetary value, or percentage of the BDFA, authorized, in addition to the BDFA for small dining facilities including satellite food service locations.

Transfers—The movement of subsistence supplies from one location to another within the overall troop support division of the Air Force Stock Fund. Also applies to shipments to other DoD activities or organizations.

Transient Diners—Enlisted personnel, authorized to eat at government expense, who eat in an Air Force dining facility located at other than their assigned base.

Troop Support Activity—Synonymous term for appropriated fund support section. It provides support primarily to appropriated fund activities and its operating and maintenance costs are paid by appropriated funds.

Unitized Rations—Components of operational rations that are assembled into issue quantities of items necessary to provide complete meals (less liquids) for a designated number of personnel.

War Reserve Materiel (WRM)—Materiel required to augment peacetime assets to support unit mission and activities reflected in HQ USAF war plans.

War Consumable Distribution Objective—A classified document which lists bases and war consumable items, including rations, that must be on hand to support current Air Force war readiness plans.

Weighted Ration (W/R)—A ration value in which the number of meals served is weighted by percentage factors for each type meal to balance the cost and attendance variances between the meals. The current ration factors are: breakfast, 20 percent; lunch, 40 percent; dinner, 40 percent; brunch, 45 percent; supper, 55 percent. The night meal is 20 percent or 40 percent, depending on the menu available to guests. The total weighted rations served are sometimes referred to as "mandays fed."

Attachment 2**AF FORM 1038 GUIDELINES****CATEGORY A--KITCHEN OPERATIONS (250 points)****1. Food Production Log, AF Form 662: (0-25 Points)**

Is the manager using the log to control, schedule, and record production? (0-5 points)

Is the AF Form 662 reviewed by the shift after each meal? (0-5 points)

Are leftovers accounted for correctly? (0-5 points)

Is AF Form 662 reviewed daily by food service manager? (0-5 points)

Is production of pastries and salads identified on production logs? (0-5 points)

2. Compliance with Menus: (0-25 points)

Are local changes to the Worldwide Menu in accordance with the Preface to the World Wide Menu? (0-6 points)

Does the planned menu agree with the actual menu served? (0-12 points)

Are replacement items planned to avoid frequent, last minute substitutions? (0-7 points)

3. Use of Standard Recipes: (0-25 points)

Are recipe cards visible and used correctly? (0- 1 3 points)

Are local recipes approved by the food service officer? (0-12 points)

4. Progressive Cooking: (0-50 points)

Is food prepared progressively to meet guest flow and avoid excessive leftovers? (0-10 points)

Do managers avoid holding food in warmers too long? (0-10 points)

Are leftovers carried forward to next meal, and used on a timely basis? (0-10 points)

Are proper cooking times observed? (0- 20 points)

5. Pre-Cooking Preparation: (0-25 Points)

Are meats properly thawed and tempered so they are just in time for scheduled use? (5 points)

Are thaw box items marked for specific meal use? (0-5 points)

Is a current thaw report posted and used? (0-2 points)

Are salad items prepared according to a schedule? (0-5 points)

Are correct utensils and equipment used in food preparation? (0-3 points)

Do prep cooks practice "clean as you go"? (0-2 points)

Is bulk produce being cleaned and washed? (0-2 points)

Is raw food properly covered or wrapped? (0- I points)

6. Subsistence Request and Receipt: (0-20 points)

Do storeroom personnel weigh or count all items received? (0-5 points)

Do substitute items list the reference voucher numbers? (0-5 points)

Are price changes, listed on the AF Form 287, updated in the FBIF file? (0-5 points)

Is unacceptable subsistence identified and refused? (0-5 points)

7. Storage Practices: (0-25 points)

Are leftovers covered and labeled (time and date)? (0-5 points)

Do freezers and refrigerators have operable thermometers and are temperatures correct? (0-5 points)

Is proper dunnage used in dry and cold storage? (0-3 points)

Are baked goods properly stored to prevent moisture build-up and staleness? (0-2 points)

Is there sufficient shelving in refrigerators and dry storage? (0-5 points)

Are walk-ins swept and mopped and refrigerator racks, walls, and floors clean? (0-5 points)

8. Inventory Control: (0-25 points)

Are food issues/returns posted and verified against the finalized AF Form 148? (0-5 points)

Is excess food returned from the kitchen to storage? (0-5 points)

Are differences between the book inventory and physical inventory (overages/shortages) handled properly? (0-5 points)

Does inventory match menu requirements and is it neatly arranged? (0- 10 points)

9. Authorized Personnel: (0-15 points)

Are access letters posted and followed in storage areas? (0-7 points)

Are storage areas secured at all times? (0-8 points)

10. Issues and Transfers: (0-15 points)

Are shift leaders verifying and signing finalized computer generated AF Form 148s? (0-5 points)

Are all transfers in and out recorded on AF Form 3516? (0-5 points)

Are issues and transfers verified against AF Form 1119? (0-5 points)

CATEGORY B--SERVING AND DINING OPERATIONS (225 points)

11. Serving and Replenishing Food: (0-25 points)

Are servers familiar with portion sizes? (0-2 points)

Are bread plates available for toast and breads? (0-2 points)

Is food replenished regularly on serving lines? (0-5 points)

Are meats carved on serving lines? (0-2 points)

Are plates/bowls for cold food cold, and hot food hot? (0-5 points)

Are breakfast meats on fat screens in pans on the line? (0-2 points)

Are serving utensils and dinnerware correctly used? (0-5 points)

Are portion scales available, accurate and in-use as applicable? (0-2 points)

12. Food Display and Serving Temperatures: (0-25 points)

Is food attractively arranged and displayed on all lines and bars? (0-9 points)

Are serving temperatures checked during the meal? (0-9 points)

Are serving line, sandwich unit, salad, ice cream and misc. food bar temperatures correct? (0-7 points)

13. Guest Service: (0-25 points)

Is the guest flow rate through the line reasonable? (0-10 points)

Are line servers and cashiers sincere and enthusiastic? (0-5 points)

Does management interact with guests on a regular basis during serving hours? (0-5 points)

Are bussing personnel courteous to guests? (0-5 points)

14. Menu Variety and Acceptability: (0-25 Points)

Does the Department of Defense (DoD) nutritional logo identify those food selections which meet the United States Surgeon General's Dietary Guidelines? (0-5 points)

In accordance with the preface to the World-Wide Menu (WWM), are the minimum requirements being served at Breakfast? (0-5 points)

In accordance with the preface to the World-Wide Menu (WWM), are the minimum requirements being served at Lunch? (0-5 points)

In accordance with the preface to the World-Wide Menu (WWM), are the minimum requirements being served at Dinner? (0-5 points)

In accordance with the preface to the World-Wide Menu (WWM), are the minimum requirements being served at Midnight? (0-5 points)

15. Palatability and Plate Waste: (0-50 points)

Is food tasty and well prepared? (0-15 points)

Do cooks taste-test food items during preparation? (0-5 points)

Does plate waste indicate guest acceptability? (0-15 points)

Is food overcooked? (0- 15 points)

16. Pleasing Atmosphere: (0-25 points)

Has management taken steps to maintain a pleasant dining atmosphere? (0-10 points)

Is music and lighting adequate? (0-5 points)

Are kitchen noises blocked to the dining area? (0-5 points)

Are televisions available in the dining room and are they in good repair? (0-5 points)

17. Menu Posting and Merchandising: (0-25 points)

Do menu boards accurately reflect menu items available with prices? (0- 12 points)

Are menu boards well maintained? (0-6 points)

Do menu board prices match those on the AF Form 662 and Cash Register PLU and Pre-set keys ? (0-7 points)

18. Guest Relations and Communications: (0-25 points)

Does management adequately promote the food service program? (0-6 points)

Does the Food Service Team relate well to guests? (0-6 points)

Is it easy for a guest to provide suggestions, ideas or seek information? (0-7 points)

Are actions taken when a guest provides suggestions, ideas or seeks information? (0-6 points)

CATEGORY C--TRAINING, PERSONNEL AND READINESS (150 points)

19. Training and Documentation: (0-50 points)

Does employee performance indicate an effective training program? (0-10 points)

Are training records properly maintained for civilian employees? (0-5 points)

Are employees provided training in nutritional education? (0-5 points)

Are OJT records properly maintained for military personnel? (0-5 points)

Are training classes conducted regularly for all personnel? (0-10 points)

Is there a written plan to cross flow military personnel to various jobs through out Services? (0-5 points)

Are training user guides available in each work centers telling people how to do their job? (0-5 points)

Is food handlers' training current and documented? (0-5 points)

20. Recognition and Motivation of Personnel: (0-25 points)

Is teamwork and organization evident? (0-10 points)

Are managers active in "on the job" coaching? (0-3 points)

Does management encourage exceptional performers to conduct training? (0-2 points)

Does food service have an effective recognition program and is it adequately publicized? (0-10 points)

21. Personal Appearance and Grooming: (0-25 points)

Do all personnel and their uniforms comply with applicable appearance standards? (0-10 points)

Are proper health and hygiene standards maintained? (0- 10 points)

Do cooks wear aprons when working in the kitchen? (0-5 points)

22. Contingency Preparedness: (0-50 points)

Do all military personnel receive periodic formal field training? (0-15 points)

Is field training documented? (0- 10 points)

Do military personnel conduct regular readiness exercises? (0-10 points)

Are disaster plans on file and current? (0-5 points)

Is food service aware of its wartime and disaster feeding requirements? (0-5 points)

Are dining facility hours of operation mission responsive? (0-5 points)

CATEGORY D--SANITATION AND REPAIR/MAINTENANCE (200 points)

23. General Housekeeping: (0-25 points)

Is there a cleaning schedule posted and used? (0-5 points)

Is kitchen area neat and organized? (0-5 points)

Is pest control effective? (0-5 points)

Is the facility free of foul odors? (0-5 points)

Are there adequate hand sinks with soap and paper towels? (0-5 points)

24. Kitchen Area and Equipment: (0-20 points)

Are floors and walls well maintained? (0-5 points)

Are hoods, fans, and vents clean? (0-2 points)

Is equipment cleaned as soon as possible after use following manufacturers instructions? (0-5 points)

Are counters clean and sanitized after each use? (0-3 points)

Are drains clean and well maintained? (0-2 points)

Is frying oil recycled and properly stored? (0-2 points)

Are cutting boards clean and free of holes and splits? (0-1 points)

25. Serving Line and Dining Rooms (During and Between Meal Periods): (0-25 points)

Are toasters and bread dispensers clean? (0-2 points)

Are sanitizing solution and cloths behind each serving line and in-use? (0-3 points)

Are beverage dispensers clean? (0-2 points)

Are heat lamps clean? (0-2 points)

Are hoods clean? (0-2 points)

Is dining room carpet clean? (0-2 points)

Are chairs and tables clean and well maintained? (0-2 points)

Are soft serve/yogurt machines clean and in good repair? (0-5 points)

Are microwaves operable and clean? (0-3 points)

Are roll warmers clean and in good repair? (0-2 points)

26. Rest Rooms and Locker Rooms: (0-15 points)

Are guest rest rooms clean and in good repair? (0-5 points)

Are employee break, locker and restrooms clean and in good repair? (0-5 points)

Are paper supplies replenished regularly? (0-2 points)

Are rest room brooms and mops identified and stored separately? (0-3 points)

27. Five -Year Facility and Equipment Programs: (0-15 points)

Is there a current 5-year facility and equipment upgrade plan? (0-15 points)

28. Equipment Operating Instructions (OIs) Available: (0-10 points)

Are Operating instructions(OIs)for all equipment readily available for use? (0-5 points)

Are hazardous operating practices identified on AF Form 55, Employee Safety and Health Record? (0-5 points)

29. Cleaning Procedures: (0-15 points)

Is there a cleaning schedule in-use for each piece of equipment? (0-5 points)

Are personnel using correct cleaning procedures? (0-5 points)

Does management check cleaning procedures? (0-5 points)

30. Facility and Grounds Maintenance and Reporting Repairs: (0-20 points)

Are exterior grounds areas neat and clean? (0-5 points)

Have maintenance problems been identified for repair? (0-5 points)

Is the CE work order log maintained and current? (0-2 points)

Is "out of service" equipment tagged with the expected repair date and promptly repaired? (0-2 points)

Are routine maintenance items being performed? (0-2 points)

Are burnt out lights replaced? (0- I points)

Tagging inoperative equipment for turn in? (0- I points)

Performing user maintenance on equipment? (0- I points)

Reporting leaking faucets? (0-1 points)

31. Table Clearing Procedure: (0-10 points)

Are tables and chairs cleaned when cleared? (0-2 points)

Are steps taken to reduce irritations to guests from dishes being scraped and stacked? (0-4 points)

Is a minimum table setting with condiments available at each table (Sugar, Sugar Substitute, Salt, Salt Substitute, Pepper, Napkins)? (0-4 points)

32. Operation of Dishwashing Machines: (0-15 points)

Is the dishwasher being properly loaded and operated? (0-5 points)

Are all cycles operating at correct temperatures? (0-3 points)

Are the correct detergents and rinse additives being used? (0-3 points)

Is unit turned off when not in use? (0-2 points)

Is the dishwasher cleaned after each meal? (0-2 points)

33. Pot and Pan Cleaning Procedures: (0-10 points)

Are pot and pan washing temperatures maintained? (0-3 points)

Are pots and pans being air-dried? (0-3 points)

Is excess equipment or utensils stored on pot and pan racks? (0-2 points)

Are adequate pot and pan racks being used? (0-2 points)

34. Cleanliness of Utensils and Wares: (0-10 points)

Are utensils presoaked? (0-3 points)

Are china, glasses, and silverware free of water spots? (0-4 points)

Are serving trays dried before placing on the tray dispenser? (0-3 points)

35. Refuse and Trash Disposal: (0-10 points)

Are back dock delivery areas orderly and clutter free? (0-2 points)

Are can liners used? (0-2 points)

Is the area around exterior trash receptacles clean? (0-2 points)

Are boxes separated and broken down before disposal? (0-2 points)

Are trash can washers clean and in good repair? (0-2 points)

CATEGORY E--MANAGEMENT (175 points)

36. Commander's Interest in Food Service: (0-20 points)

Do senior officers support the base food service program? (0-10 points)

Do Squadron and Group Commanders eat in the dining facility? (0-5 points)

Do the Services Commander/Director and the Combat Support Flight Chief maintain an active role in food service? (0-5 points)

37. Adequate Supervision and Response (0-15 points)

Is the Dining Facility Manager knowledgeable of daily operations and an effective leader? (0-5 points)

Are shift leaders actively supervising personnel on shifts? (0-3 points)

Does management perform Quality Control checks of the food before opening the line? (0-4 points)

Do the Food Service Officer and/or Superintendent take an active role in the food service program (to include visiting all facilities regularly)? (0-3 points)

38. Effective Utilization of Manpower: (0-10 points)

Are all shifts properly staffed? (0-3 points)

Has responsibility been appropriately delegated to subordinates? (0-3 points)

Are there too many cooks working in the food service office? (0-2 points)

Are food service people being used in other operations? (0-2 points)

39. Accounting Procedures and Monetary Management: (0-15 points)

Does the Food Service Team know the Dining Facility daily financial position? (0-3 points)

Is "authorized excess cost" accurately calculated and reported? (0-3 points)

Has the operation been within authorized two percent of earned income for the previous 3 months?
(0-3 points)

Is all accounting posted on a daily basis? (0-3 points)

Is the accountant knowledgeable of assigned duties? (0-3 points)

40. Menu Planning and Recap: (0-20 points)

Does management solicit guest comments for menu planning? (0-5 points)

Do authorized changes to the WWM result in replacement items from the same food group as the item being replaced like items? (0-5 points)

Is management reporting unsatisfactory food? (0-5 points)

Is 90% lean beef, 1% milk, and a 50-50 split between butter and margarine offered? (0-5 points)

41. Budgeting: (0-10 points)

Are food service budget requirements identified? (0-5 points)

Are "memo due out" equipment items firmed up IAW Quarterly/Monthly Budget Target Estimates?
(0-5 points)

42. Contract and In-house Administration: (0-25 points)

Are work schedules posted in a conspicuous place? (0-2 points)

Is contract management or designated representative present at all times? (0-2 points)

Are Air Force food service publications and local OIs available and current? (0-4 points)

Is the contractor meeting the standards of the Performance Work Statement (PWS), evidenced by CDR's issued in the previous 3 months? (0-5 points)

Are Quality Assurance Evaluators (QAEs) appointed, trained and knowledgeable of contract and assigned responsibilities? (0-3 points)

Do QAEs perform evaluations with a checklist as scheduled? (0-3 points)

Does the QAE refrain from performing contractor Quality Control (QC) functions? (0-3 points)

Does contractor management perform QC checks? (0-3 points)

43. Cashier Instructions and Procedures: (0-15 points)

Cashier instructions available and current at point of sale? (0-4 points)

Is cashier charging operating charge when applicable? (0-4 points)

Is cashier knowledgeable of anti-robbery procedures? (0-3 points)

Do cashiers check for identification? (0-4 points)

44. Protection of Funds and Forms: (0-10 points)

Are all pre-numbered accountable forms stored in a secured container? (0-2 points)

Does management conduct spot checks of cashiers using AF Form 282, Unannounced Spot-check of Cashiers? (0-2 points)

Are funds counted in a secure area? (0-2 points)

Is DD Form 1081, Statement of Agent Officer's Account, used for each transfer? (0-2 points)

Is SF 702, Security Container Checklist, initialed each time a government safe is opened? (0-1 points)

Are AF Forms 79 and 1339 signed in and out on AF Form 1254? (0-1 points)

45. Special and Satellite Dining Facility Services: (0-10 points)

Are culturally diverse and birthday meals offered on a regular basis? (0-2 points)

Are quality food items served at satellite facilities? (0-2 points)

Are flight meals nutritious and within the monetary allowance? (0-3 points)

Are ground support meals nutritious and within the monetary allowance? (0-3 points)

46. Safety Awareness and Procedures

Are safety guards installed on florescent lights and on walk-in lights? (0-1 points)

Is steam leaking from pipes? (0-1 points)

Are fire extinguishers charged and tagged? (0-2 points)

Are knives stored correctly when not in use? (0-4 points)

Are first aid kits available and well-stocked? (0-2 points)

47. Energy Conservation: (0-10 points)

Are ovens turned off when not in use? (0-2 points)

Are energy conservation briefings conducted and documented? (0-2 points)

Are interior lights turned off when not in use? (0-2 points)

Are exterior lights turned off during daylight hours? (0-2 points)

Is water conserved? (0-2 points)

48. Expendable Supply Functions: (0-5 points)

Are expendable supplies neatly arranged? (0-2 points)

Are expendable supplies secured with contractor-furnished and government furnished supplies stored separately? (0-3 points)